

Dear Teacher/Field Trip Leader:

Thank you for making your reservation for a field trip to the Sauvie Island Center! We look forward to a fun and educational experience for you and your students. This Confirmation Letter includes all the information you'll need for your trip. Thank you for taking the time to read it carefully.

Please contact me with any questions!

Best,

Sarah Philips
Education Program Manager
503-341-8627
sarah@sauvieislandcenter.org

Your field trip details:

School/Group Name: _____

Field Trip Date(s): _____

Arrival Time: 9:30 AM (normal)

Departure Time: 1:30 PM (normal)

Teacher/group leader: _____

Email: _____

Number of students: _____

Grade level: _____

Number of adults: At least 3 per class

Your group will participate in the three predetermined modules, depending on the season.

Please divide your group into three smaller groups and provide nametags for all participants

Payment:

Fee is \$225 per trip (30 student limit)

Please pay within **10 days** of receiving this confirmation letter to secure your spot. Upon receipt of payment, your reservation is secure.

- Pay with credit card (preferred): <http://www.sauvieislandcenter.org/educators/>, click on “pay for a field trip”
- Pay by check: Make checks payable to Sauvie Island Center, PO Box 10422, Portland, OR 97296

Cancellations: Trip fees will only be refunded if we are able to fill the cancelled space. Typically, this means 2 weeks in advance of scheduled date.

Driving Directions:

Howell Territorial Park, Public Parking Lot
13901 NW Howell Park Rd, Portland, OR

- Take Highway 30 west from Portland, then turn right onto the Sauvie Island Bridge.
- The bridge itself will curve, but once off the bridge, continue straight.
- In about a mile, turn right onto Howell Park Road, towards the Bybee Howell House.

- **Park in the grassy public parking lot immediately on your left, in front of the white 2-story house. DO NOT drive past the Howell House, as there is no place for the bus to turn around. Please wait for the Education Program Manager to board the bus.**
- If you are running late, please call us at 503-341-8627. Thanks!

Please help to make this day a success by preparing your students and chaperones with the following checklist:

- Please make sure **each student wears a clearly written nametag** on their outer clothing. Please print their first name in BOLD, easy to read letters. Please do not use construction paper nametags, as they melt in the rain.
- Please **divide your students into 3 groups of 7-10 students** before you arrive, making sure they know what group they are in and who their chaperone will be for the day. (Tip: Color-code student groups by their name tags! Red group, blue group, etc.)
- Please be sure that your group has at least **one chaperone for each group of 7-10 students**.
- Please **make sure all adults accompanying your class have read and understand the attached “Dear Chaperone” letter** about respect and awareness, and know the plan for the day.
 - Chaperone responsibilities:
 - Model appropriate behavior (be quiet and aware, participate in activities, no texting or phone calls, etc.)
 - Lead group from one activity to the next and keep group together.
 - Help students with activities. Help focus their attention.
 - Help with unexpected circumstances, bathroom trips, etc.
- Field Trips are held **rain or shine**, and we will be outside all day. Please communicate to **ALL** parents **how to dress their children**.
 - If weather is **cold**, they should wear:
 - HAT and GLOVES.
 - WARM, WATERPROOF LAYERS including a coat or sweater and raincoat or poncho
 - STURDY walking shoes that can get dirty, NO sandals or open-toed shoes!
 - If the weather is **hot**, students should remember to:
 - BRING WATER! (there is NO DRINKING WATER easily accessible on the farm)
 - Wear SUNSCREEN and HAT.
 - Wear STURDY walking shoes that can get dirty, NO sandals or open-toed shoes!
- Be sure your students **use the restrooms** before leaving school. If possible, feed them a **morning snack** before the field trip.
- Please bring all **the lunches together in a large container** and **bring a trash bag** to take all garbage off site with you. Pack it in, pack it out!
- Please let us know prior to your trip if you have any **students who do not have permission to be photographed**.

Sample Field Trip Schedule:

In this example, a class of 30 students has been divided into 3 small groups, with 10 students in each group. These groups rotate through three activities, each 50 minutes long.

9:30- 10:00: Arrive at Sauvie Island Center, Meet Education Program Manager on the bus in the parking area. Introductions, wildlife-watching techniques, split into small groups

10:00-10:50: First activity and rotate

10:50-11:40: Second activity and rotate

11:40-12:25: Lunch

12:25-1:15: Third activity and rotate

1:15- 1:30: Closing circle, clean up/gather things, load bus

*Your school's field trip schedule may vary depending on your travel time and / or special circumstances.

Extra tips for having a great day:

Prepare the students for a calm, thoughtful, and respectful trip.

Encourage adult chaperones to adopt an active role in helping students follow behavioral guidelines.

Before the field trip, divide the students into groups with at least one adult per group. Have each adult accompanying the trip read the provided "Dear Chaperones" letter.

There is no such thing as "bad" weather, only poor clothing. Have students dress for the weather - shoes that can get muddy, coats, hats or sunscreen - whatever is appropriate. Due to dampness and wind, it generally feels 10 degrees cooler at the site than in town. We have some extra boots and coats on site, but it takes quite a bit of field trip time to get children equipped. Your field trip will be rescheduled only if school is closed.

We all help take care of the site. Our regional parks are important habitat for many types of wildlife and are visited by thousands of people each year. Be sure that students and chaperones all know that all plant and animal life at our parks is protected, and that students do not pick plants, create new trails through the vegetation, or chase or harass wildlife.

The Sauvie Island Center is on a working farm. Students may not touch any farm equipment, pick any plants they are not asked to and are expected to stay on trails and paths to avoid disturbing or destroying growing fruits or vegetables.

Reduce, Reuse, Recycle. If possible, please reduce the amount of packaging brought in lunches. Instead, bring containers you can reuse. **We ask that you separate and take back ALL garbage and recyclable materials.**