GUIDED FIELD TRIP
PLANNING YOUR VISIT

Review this guide for information on how to register your group for a guided program at New England Botanic Garden. Read on for FAQs and general information about what to expect and how to ready your class and chaperones.

SCHEDULING YOUR VISIT

REGISTRATION

Programs are available by advanced registration only. We recommend that you book your programs at least three months in advance. All field trips are 90 minutes in length and are offered between the hours of 9:30am and 2pm. To register please contact us at 508.869.6111 x132 or youtheducation@nebg.org.

PAYMENT

School programs are $14 per student unless otherwise noted. A maximum of 1 chaperone (teachers, parents, school administrators) for every 5 students is admitted free of charge. Additional chaperones pay the discounted group rate of $21/extra chaperone. Payment may be made in advance or on the day of the program. We accept, credit, checks, and cash. Please let us know in advance if your school plans to pay with a purchase order.

CHANGES & CANCELATIONS

Please contact us as soon as possible if you would like to postpone, reschedule, or cancel your program. All field trips are fully outdoors and will run rain or shine. Please have students dress appropriately. If extenuating circumstances force the Garden or your school to close for the day, we will contact you immediately and try to reschedule your visit.

BEFORE ARRIVAL

We recommend that you complete the optional pre-visit activities in the Educator Guide prior to your visit. Share the Chaperone Guide with your chaperones and review our garden expectations policy with students prior to arrival. Have students wear nametags and divide your classes into groups of 13-15 students max with 2 chaperones per group.

UPON ARRIVAL

Please plan to arrive 15 minutes before the start of your program to unload your bus and use the restrooms. Your program will begin at its scheduled time. If your bus is delayed please call 508.869.6111 x132. If you arrive more than 20 minutes late we cannot guarantee a full program. Buses should unload at the garden entrance using the drop-off lane. A garden educator will be there to greet your group. Any lunches brought on the bus can be left by our golf cart and will be brought to your lunch location. Buses may park in the designated bus parking spaces until your specified pick-up time, at which point they will return to garden entrance lane.

FREQUENTLY ASKED QUESTIONS

How many students can I bring?

To ensure the best possible experience we limit group size to 90 students. We provide one Teacher Naturalist for every 13 to 15 students. If your group is larger than 90 students you will need to schedule your school field trip over multiple days or book morning and afternoon tours.

Can we eat lunch at the Garden?



Groups are welcome to arrive early or stay later and participate in self-guided activities or have lunch. We will assign your group a lunch location. We ask that you follow the pack in, pack out policy, bringing a trash bag with you and disposing of all your trash offsite. We appreciate your help keeping our garden spaces clean.

Is the garden ADA accessible?



All trails marked in dark blue on the map, including the formal gardens, education center, and the Ramble (children's garden) are ADA accessible. The forest and meadow trails at the Garden are made of natural materials; the terrain is uneven and steep in certain areas. If you have students in your group that require mobility assistance please share this information with our staff when you register for your field trip.

How can you support ELL students or students with a disability?

Our Teacher Naturalists are experienced in working with students of all backgrounds and abilities and our programs can be modified to suit the needs of each group of students. All student materials are available in Spanish, Portuguese, or French upon request. When registering for a field trip please tell us more about your group and we will work with you to provide accommodations that best support your students.

How should students dress?



Programs are held rain or shine. We recommend closed-toed and slip resistant shoes or boots in rainy, muddy, or snowy conditions. Please bring insect and tick repellant or apply before you leave school. Students should also bring water, hats, sunscreen, or rain or winter coats depending on the weather. Name tags are recommended and help our Teacher Naturalists interact with and get to know your students best.

Who leads the programs?

Our programs are led by trained and experienced Teacher Naturalists. Our instructors will guide your students in hands-on field investigations of New England Botanic Garden's plant and animal life, diverse habitats, and history.

What happens in the case of inclement weather?

Programs are held rain or shine and take place primarily outdoors, please have students dress appropriately. We follow the Boylston school schedule. If there is a cancelation due to snow we will work with you to reschedule your visit within the school year as best we can.

CLASSROOM TEACHERS GUIDE & CHECKLIST

Thank you for coming to New England Botanic Garden for your field trip visit. To take advantage of all the garden has to offer, please take the time to familiarize yourself with the garden and our policies. We are a living plant museum and we thank you in advance for helping to protect our collection, both inside our conservatories and in our outdoor gardens. Educators are welcome to tour the gardens and trails before your scheduled program. Show your MTA card at the information desk and receive FREE general admission!

GARDEN EXPECTATIONS

- Please stay on the paths, trails, or lawns to ensure that all plants and animals are left undisturbed.
- Please do not pick any plants or climb the garden trees.
- Please keep the garden clean and carry out all lunch trash with you.
- Shirt and shoes are required at all times.
- Please remember the garden is a shared space. Do your best to share pathways and make room for other visitors and vehicles.
- Please use your walking feet in the garden to ensure the safety of all other visitors, the plants, and yourselves.
- Students should be with a chaperone at all times and should not be exploring the garden on their own.
- Recreational equipment (frisbees, balls, etc.) should be left at home or at school.

- [ ] Register for your field trip via phone or email.
- [ ] Download and review the Educator Guide for your selected program from our website.
- [ ] Complete the optional pre-visit activities in the Educator Guide.
- [ ] Create nametags for students and form groups of 13-15 students, with 2 chaperones assigned to each group.
- [ ] Review the field trip schedule and go over expectations with students and chaperones. Be sure to stress the importance of proper attire.
- [ ] Pack water, sunscreen, insect repellant, lunches, and trash bags (if staying for lunch), extra chaperone guides, maps, and nametags.
- [ ] Print the Chaperone Guide and Garden maps and distribute to all teachers and chaperones who will be attending.
- [ ] Notify chaperones of the designated lunch meeting location and bus departure time.
- [ ] We will reach out to you a week before your trip. Please share your final numbers for students and chaperones at that time.
- [ ] Ask bus driver to pull the bus into the drop-off lane in front of the garden entrance and confirm pick up time with your bus driver.
- [ ] A Garden educator will meet your bus and greet your group. Please send one teacher to main entrance to pay at the information desk.
- [ ] Enjoy your field experience and collect your students' field notebooks to complete the optional post-visit activities, found in the Educator Guide, back in the classroom.

GUIDED FIELD TRIP
CHAPERONE GUIDE

You don't need any special knowledge to be a chaperone, just a willingness to participate and actively take part in student learning!

CHAPERONE RESPONSIBILITIES

- Know the names of students in your group and keep them together at all times.
- Help students follow garden expectations and maintain group safety.
- Encourage students to participate in the program and explore the gardens.
- Familiarize yourself with the garden map and note where the restrooms are.
- Come prepared and dressed to explore outdoors, rain or shine.
- If you are arriving by car please wait at the bus lane to greet the students.
- Know your itinerary, including guided tour time, meet-up location for lunch, garden shop visit plans, and departure times.
- Please keep cellphone use to a minimum, be a role model, and have fun!

GARDEN EXPECTATIONS

- Please stay on the paths, trails, or lawns to ensure that all plants and animals are left undisturbed.
- Please do not pick any plants or climb the garden trees.
- Please keep the garden clean and carry out all lunch trash with you.
- Shirt and shoes are required at all times.
- Please remember the garden is a shared space. Do your best to share pathways and make room for other visitors and vehicles.
- Please use your walking feet in the garden to ensure the safety of all other visitors, the plants, and yourselves.
- Students should be with a chaperone at all times and should not be exploring the garden on their own.

MY GROUP LIST

Student names

1	
2	
3	
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5	
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15	

Guided Tour Time:

Lunch Location:

Departure Time: