



Classrooms In The Field Guidelines and Policies

Thanks for your interest in Jug Bay Wetlands Sanctuary. This document contains all the information you need to help you plan a successful field trip to our site. You will receive emails that contain this information as well. This document is a one stop shop for all your questions.

Booking Guidelines and Information: (Action steps are in red)

- Please visit Jugbay.org/education to complete a CITF application.
 - Land-based spring field trips book between November and March for trips in April and May.
 - Land-based fall field trips book between May and August for trips in September, October, and the first two weeks of November (weather permitting).
 - **If you have specific curriculum needs, please indicate them on the application.* Our programs have a predetermined set of activities and topics which satisfies many teachers who are just happy to have their students spend time outdoors and have an opportunity to explore nature. However, we want to be sure we are capturing your needs, so if you are looking for something specific or need to incorporate a topic or certain questions, be sure you communicate that on your application so the education coordinator can try to accommodate your needs.
- After the application is received, the education coordinator will determine if we can accommodate your group. If so, you will receive an email with a confirmation invoice. **Please check over all details and contact information.**
- Once you have confirmed the information, and the set date, you will receive an email containing all the forms necessary for your trip. We require a separate permission slip from that of the school. **Forms that should be sent home are bolded below, those that are recommended to be sent home are italicized.** They include but aren't limited to:
 - **Field trip permissions (Required) to bring with you on the day of your CITF (English and Spanish versions)**

- **How to have a successful field trip: Students AND Chaperones - a send home to help parents prepare their students and to help chaperones prepare for our expectations. (English and Spanish versions)**
- *A CDC information sheet about ticks(optional send home, but recommended)*
- *Lunch-waste reduction information sheet (optional send home)*
- A finalized copy of your invoice
- Agenda for the day (this may take longer to generate depending on your circumstances. You will have it at the very latest, a week before your arrival)
- Directions on how to get to Jug Bay
- We run field trips Tuesday through Friday, reserving Mondays for make-ups and for those schools that have no other options.
- **The duration of a field trip is determined by the teacher.** When calculating, be sure to calculate bus travel times to and from our site. The max duration is 4 hours and the full time is recommended for groups of 25 or more kids. Programs are about 45 mins to an 1 hour depending on class age and logistics. Lunch time is built into the schedule.
 - *While there is no minimum time, it is recommended that there be at least the same number of hours as there are groups of 12 kids for the trip to be worthwhile.
 - 1 - 12 kids = minimum of 2.5 hours, max 4
 - 13 - 24 kids = minimum of 2.5 hours, max 4
 - 25 - 36 = minimum of 3 hours, max 4
 - 37- 50 = minimum of 4 hours, max 4

See the example agenda for a highschool full day at the end of this document

- The maximum number of students we can allow per day is **50 students**. While the sanctuary may be vast, our indoor facilities are limited. You can book multiple days to accommodate your group if over 50 students.
- The fee is \$5 per child. The required number of chaperones enter for free (see chaperone policy below). Additional chaperones are \$5 each. If your school is a Title 1 School as indicated on the [2022-2023 Maryland Title 1 Schools list](#), your per person price is \$3 per child/chaperone.

- Our programs are a predetermined set of activities. *If you require a specialized agenda or if you have specific curriculum requirement requests, please indicate them on the application AND contact the Education Coordinator. rpsieg21@aacounty.org*

Jug Bay Wetlands Sanctuary CITF Chaperone Policy:

- We follow the AACPS policy for field trips and you can find the [whole document here](#).

Chaperone ratios per AACPS:

- Pre K, K, ECI - One (1) chaperone to every four (4) students
- Elementary School - One (1) chaperone to every ten (10) students
- Middle School - One (1) chaperone to every ten (10) students
- High School - One (1) chaperone to every fifteen (15) students

Jug Bay Wetlands Sanctuary CITF Cancellation Policy:

- Cancellations made by JBWS will receive a full refund or an opportunity to reschedule. We hold the right to cancel/reschedule CITF programs for the following reasons:
 - **High winds**- described as sustained winds between and or above 20 MPH Winds like these make forest exploration dangerous.
 - **Thunderstorms**- when you hear thunder there IS lightning. Our policy is that if thunder is heard we are to seek shelter immediately and wait for 15 minutes. If additional thunder is heard in that time period we wait more. Indoor programs can be substituted in the event a thunderstorm occurs when a school group is already on premises.
 - *If thunderstorms are forecasted and likely to occur prior to the school arriving we can reschedule or cancel.*
 - **Air Quality Issues** (infrequent), **Heat Index** (infrequent)
 - ***Canoe programs**- These programs are age restricted and require additional parameters to be met. They are subject to cancellation for small craft advisories, temperature thresholds, high winds, and/or not enough canoe guides.
- Cancellation made by the group will receive a full refund if canceled 15 days or earlier from the program date. No refund if canceled within 15 days of the program. *A written request for a refund due to special circumstances will be considered on a case-by-case basis.
- Please contact the Education Coordinator for specific questions or concerns.

****We do NOT cancel in the event of rain. We ask that students come prepared to get wet and dirty. Bringing extra clothes, change of shoes and/or bringing rain gear is highly recommended. (This is all covered in the How to Prepare for an Awesome Field Trip: Students AND Chaperones)**

Preparing for Your Visit:

Groups:

- **You will be asked to break your class into a specified number of groups.** This reflects the number of Naturalists that have been secured for your trip. We try to keep groups to a maximum of 12 kids. Not only does this make the time on the trails less crowded, but it also helps the kids get more individualized time with the Naturalist.

Payment:

- **Payment can be made in cash, check, or credit card.** It is preferred to receive payment either the day before or the day of the event.

Weather:

- Keep an eye on the weather. You will be sent a forecasted reading for your date of arrival but things may change. Be sure your students are prepared to manage the weather. We go out in the rain. Refer to the cancellation policy for details on when we cancel programs.

Doors:

- Please remind your students to close the doors after they enter or exit the building. We understand that they are learning and need reminders, but helping us with this endeavor will be helpful since staff isn't always around.

Restroom Use:

- Our restrooms are small with only 2 stalls per restroom. Please chaperone your students while in the building to ensure adequate supervision.
- We ask that paper towels in the restrooms be used sparingly. Limited to one towel per kid for regular hand washing.

Food and Water:

- We **do not** have food or bottled water available for purchase at the Sanctuary. Be sure you and your students bring enough food for your trip. We DO have a bottle filling station. **Bring your refillable water bottles.** When the temperatures rise, it is important that students are staying well hydrated. Be sure every student has water.

Lunch Trash:

- Jug Bay Wetlands Sanctuary follows a carry-in, carry out policy. Therefore, all lunch trash should be taken with you back to your school. **Please plan to bring trash bags with you on the day of your field trip.**

Buses and Bus Driver Information:

Driveway:

- We **always** have animal movement at the Sanctuary, especially in spring and fall as turtles, snakes, and other small critters are nesting and or preparing for winter. Small turtles look like rocks and pine cones. Please communicate to the bus driver to **PLEASE DRIVE SLOWLY AND WITH CARE THE ENTIRE LENGTH OF THE DRIVEWAY.** This will prevent vehicle strikes with our turtles, snakes, toads, and other critters.



Gates:

- Our sanctuary is open to the public on Wednesdays and Fridays. Because of this, the gates will be open upon your arrival.
- On Mondays, Tuesdays, and Thursdays, the sanctuary is closed to the public and there is a good chance the gates will be closed when you arrive. If this is the case, **you can open the gates, pull through, and close them behind you.**

Bus idling and AC availability:

- **We are a No Idle Zone** - Idling cars, trucks, and buses waste fuel and create air pollution. Maryland has a law prohibiting idling for more than five minutes. For more information about idling, visit [Maryland Department of the Environment Idle Free MD](#).

- Please offer the air conditioning of the Visitor Center to your bus drivers if they are staying instead of sitting in the bus idling.
- We **do not** have food or bottled water available for purchase at the Sanctuary. We DO have a bottle filling station. **Bring your refillable water bottles.**

Post trip follow-up:

- You will receive a follow up email from the Education Coordinator that will include an evaluation link. Please consider completing this form and sending to your chaperones as well, if appropriate.

Thank you, for supporting Jug Bay Wetlands Sanctuary and our programming. We hope you enjoy your trip and look forward to seeing you again next year!

Classrooms in the Field Agenda - *BEST SCHOOL EVER*

May 30, 2023

Name: Mrs. Teach A Lot

Total Students: 36 **Grade Levels:** 9th

Total Chaperons (incl Teachers): 3

TIDES: Low 8:58 AM; High 1:52 PM

Naturalists: Audrey, Chris, Edward

Program Selection: Water quality/Wetland Ecology

Field Trip Dates: Tuesday, 5/30

Field Trip Time: 10:00 - 2:00

Objective: Students will experience hands-on exploration of the streams, forests, and wetlands of Jug Bay Wetlands Sanctuary and develop an understanding of the human impact on ecosystems.

**NOTE*I would like the students to see a wetland and organisms that live there, and how they can be used to indicate water quality. I would also like them to test the water quality.*

	Group A (12 kids)	Group B (12 kids)	Group C (12 kids)
10:00	Welcome and Introduction		
10:15	WQ at river	Wetland Ecology	WQ at Two run
11:05	Wetland Ecology	WQ at river	WQ at Marsh
11:55	WQ at Marsh	WQ at Two Run	Wetland Ecology
12:50	Lunch	Lunch	Lunch
1:20	Gather to discuss and analyze data, graph findings		
1:50	Wrap Up		
2:00	Departure		

**Station times will be adjusted if the school arrives later than expected. Times may vary between groups, but all groups will participate in the same activities.*

Wetlands:

- Stroll along the boardwalk and discuss the functions and values of wetlands
- Discuss the impacts humans have the environment
- Compare different wetlands zones based on observations of plants, animals, water, and soil
- Discover common plants and animals living in the wetlands
- Identify plant and animal adaptations that allow for survival in wetlands

Watersheds & Water Quality:

- Students will collect and test water for dissolved oxygen, pH, turbidity, and nutrients at two different sites.
- Students will discuss the results and the influences on the water quality of each site.
- Stream health and human impacts will be discussed.