



Self-led Field Trip Guidelines and Policies

*How to use this document: General information with **action steps in red** is at the top, followed by separate sections for our different properties.*

Thanks for your interest in bringing your students to [Jug Bay Wetlands Sanctuary](#). This document contains all the information needed to help you plan a successful **self-led field trip** to one of our Sanctuary sites.

By bringing your group, you are promoting Jug Bay's mission to increase awareness, understanding, and appreciation of estuarine and other natural ecosystems and their conservation through outdoor education, research, stewardship, and volunteering.

At Jug Bay, we adhere to the 7 principles of [Leave No Trace](#). While some principles may not apply directly to Jug Bay, others surely do. **We take only photos and leave only footprints**. Also, we respect nature by not taking home specimens of ANY kind (rocks, seeds, nuts, sticks, etc), even if many are present.

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

Booking:

- Land-based field trips **are booked year round but we require that you book at least a month in advance**. They are first-come, first-served. Availability depends on which site you are visiting and which days you'd like to visit (see below for specific time frames). We recommend booking as early as possible because dates fill up rapidly.
- There are currently [two location options for your trip](#). Where you go will impact what times/dates are available.
 - **The Sanctuary proper (JBWS) is only available on Wednesdays and Fridays upon approval** (deconfliction) with the Education Coordinator, during April, May, mid-September, October, and the first part of November. Depending on your learning goals, there may be availability in March, June, Early September, and later November. Please note that the Sanctuary Proper will have limited availability due to naturalist-led CITF programming.
 - **Glendening Nature Preserve (GNP) is open every day from 9-5**. This, too, requires approval from the Education Coordinator but has much more availability.

- Once you have read through this document and decided on your location and date, [please follow this link to complete the application.](#)
- After the application is received, the education coordinator will determine if we can accommodate your group for the date(s) selected. If so, you will receive an email with a confirmation invoice. **Please check over all details and contact information.**
- **Once you have confirmed your date with the Education Coordinator,** you will receive an email containing recommended forms for your trip, including:
 - A finalized copy of your invoice
 - Directions to get to our properties ([GNP](#) and [Sanctuary Proper](#))
 - [Rules of Jug Bay Properties](#)
 - [Emergency Information](#)
 - [Wind Scale Guidelines](#)
 - Guide: **How to have a successful field trip: Students AND Chaperones** - a send-home guide to help parents prepare their students and help chaperones prepare for outdoor learning. ([English](#) and [Spanish](#) versions)
 - [Leave No Trace principles](#)
 - [A CDC information sheet about ticks \(optional but recommended\)](#)
 - [Lunch-waste reduction information sheet \(optional but recommended\)](#)
- Since your visit does not involve park staff, you are not required to complete any additional releases. You are attending the park at your own risk.

Payment:

- Once your trip is confirmed, you will receive an invoice from the Education Coordinator. **If a payment is due, it can be made in cash, check, or credit card (Visa, Mastercard, Discover only).** Payment is due either the day before the event or the day of the event. If paying in person, visit the Visitor Center at 1361 Wrighton Road, Lothian, Maryland 20711. Phone is (410) 222-8006.

Cancellations:

- Cancellations made by Jug Bay will be given full refunds if paid in advance. To make life easier, we recommend waiting until the day before your trip or the day of the trip to make payment. **The responsibility to cancel a self-led trip to any of our properties lies with the teacher.** Even though it is unlikely we will cancel your program, we do hold the right to do so or reschedule your programs and/or close trails if the weather deems it necessary. Instances where cancellation may be prudent are listed below:

- **High winds**- Any wind advisory, small craft advisory, or winds ranked 5 or higher on the [Beaufort Wind Scale](#) 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 during that time, we wait longer.
 - *If thunderstorms are forecasted and likely to occur before the school arrives, we can try to reschedule or cancel.*
- **Air Quality Issues** (infrequent), **Heat Index** (infrequent)
- **In the event of severe weather, you can seek shelter in the following locations:**
 - Sanctuary Proper: seek shelter in the visitor center.
 - GNP: seek shelter in the gray barn located near the main parking area at the Plummer Road entrance.

Pro tip:

	<p><i>Do NOT cancel because of rain. Ask students to come prepared to get wet and dirty. Bring extra clothes, a change of shoes/socks, and/or rain gear. Lots of critters love the rain, and neat things can be observed. (This is all covered in the document "How to Prepare for an Awesome Field Trip: Students AND Chaperones")</i></p>
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Click the link to jump down to read about trips to [Glendening Nature Preserve](#), or continue below for information about the Sanctuary proper.

Self-led Field Trip to Jug Bay Wetlands Sanctuary (JBWS) (1361 Wrighton Road, Lothian, MD 20711)

Preparing for Your Visit:

Logistics:

- There is a **50-student maximum** for the Sanctuary. While nature may be vast, our indoor space is limited. You can book multiple days to accommodate your group of over 50 students.
- There is no per-child fee for self-led trips, but there is an **\$8 entry fee per car**, a **\$25 passenger van fee**, or a **\$50 bus fee** per vehicle to visit the Sanctuary. The fee will be calculated on your invoice. **If you arrive with additional vehicles,**

you can settle up with the office manager on the day of your visit. We take cash, check, Visa, Mastercard, and Discover.

- Please call the main office at 410-222-8006 a day or two before your visit to be sure there are no emergency closures or safety issues that have arisen since your booking.

Park and Emergency Information

- A downloadable trail [map of JBWS, RF, and EWNP is here](#). [Sanctuary Proper trails are here](#).
- You will receive a sheet with emergency information, but you can also find emergency information in the Visitor Center of the park.

Wildlife and Natural and Cultural Resources:

- Visitors may **NOT** disturb, injure, squish, spear, poison, destroy, collect or **attempt to** disturb, injure, squish, spear, poison, destroy or collect any plant, animal, fungi, insect, seed, nut, artifact, stone, rock, leaf or any other biotic or abiotic item from the grounds. This includes feathers or other artifacts.
- Visitors will recognize that all living and non-living items belong to the preserve, hold importance, and have interdependence with the ecosystem in which they reside.

Agenda:

- **The duration of a field trip is determined by the teacher.** When developing the agenda, be sure to calculate bus travel times to and from our site. You can [find our addresses here](#). We are open from 9 am to 5 pm.
- Self-led trips don't have a predetermined set of activities. **The teacher is responsible for creating the content and activities for the day.**
 - Audio hike at the Sanctuary [can be found here](#).
 - Tree hike at the Sanctuary can be found on our website.

Groups:

- **It is recommended that you break your classes into smaller groups of about 8 to 12 kids.** A chaperone or guide is recommended for each group to follow the schedule/program activities. This makes the time on the trails less crowded and helps the kids get more individualized time with the group leader.

Chaperones:

- We do not have a chaperone policy for self-led trips. It is recommended that you follow the AACPS policy (you can find the [whole document here](#)).

However, all students under 18 must be accompanied by an adult at all times. Under no circumstances should students be allowed to walk throughout the park without adult supervision.

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

Weather:

- Keep an eye on the weather. You will be sent a forecast for your date of arrival, but things may change. Be sure your students are prepared to manage the weather. It is the teacher's responsibility to [cancel a program](#).

Doors:

- Please **remind your students to close the doors** upon entering or exiting the building. We understand they need reminders, and this is helpful since staff aren't always around.

Restroom Use:

- Our **Sanctuary** 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. Please limit to one paper towel per kid for regular hand washing.

Food and Water:

- We **do not** have food or bottled water available for purchase. Be sure to bring enough food for your trip. We DO have a bottle-filling station at the Sanctuary. **Bring your refillable water bottles.** When the temperatures rise, students must stay well hydrated. Be sure every student has water.

Lunch Trash:

- Jug Bay Properties follow 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.**

Vehicles and Bus Driver Information:

Driveway:

- There is **always** animal movement on our properties. Turtles, snakes, and other critters are constantly on the move. Some of the critters, especially small turtles, look like rocks and pine cones. **Please communicate to the bus driver or other chaperones to PLEASE DRIVE SLOWLY 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.

Bus idling and AC availability:

- **We are a No Idle Zone** - Idling cars, trucks, and buses waste fuel and create air pollution. Maryland law prohibits idling for more than five minutes. To learn more, visit [the 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.
- Bus and car drivers: 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 with an evaluation link from the Education Coordinator. 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!

Self-led Trip to **Glendening Nature Preserve (GNP)** (5702 Plummer Lane, Lothian, MD 20711)

Preparing for Your Visit:

Logistics:

- There is a **100-person occupancy maximum** for GNP due to the occupancy limit for the gray barn, which is the emergency weather shelter for that location.
- There is no per-child fee for self-led trips, and there is no entry fee for cars or buses to visit GNP. There is a designated bus parking spot.
- **Please call the main office at 410-222-8006 a day or two before your visit to be sure there are no emergency closures or safety issues that have arisen since your booking.**

Park and Emergency Information:

- A downloadable [map of the park is here](#).
- You will receive a [sheet with emergency information](#), but you can also find emergency information in the kiosks of each park.

Wildlife and Natural and Cultural Resources:

- Visitors will **NOT** disturb, prune, pick, cut, pull up, burn, deface, carve, injure, squish, spear, poison, destroy, collect, forage, borrow, take, remove **or attempt to** disturb, prune, pick, cut, pull-up, burn, deface, carve, injure, squish, spear, poison, destroy, collect, forage, borrow, take, or remove any plant, flower, leaf, weed, tree, shrub, animal, fungi, insect, seed, nut, artifact, stone, soil, rocks, mineral formations, or any other living or non-living item from the grounds.
- Visitors will recognize that all living and non-living items belong to the preserve, hold importance, and have interdependence within the ecosystem in which they exist.

Agenda:

- **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. You can [find our addresses here](#). We are open from 9 am to 5 pm.

- Self-led trips don't have a predetermined set of activities. **The teacher is responsible for creating the content and activities for the day.**
- We offer a [Pocket Naturalist Hike](#) for our Glendening property if you choose. Alternatively, you are free to create a hike with activities to fit your own curriculum needs.
- ***Coming soon- additional activities to do while on the trails.***

Groups:

- **It is recommended that you break your classes into smaller groups of about 8 to 12 kids.** A chaperone or guide is recommended for each group to follow the schedule/program activities. This makes the time on the trails less crowded and helps the kids get more individualized time with the group leader.

Chaperones:

- We do not have a chaperone policy for self-led trips. It is recommended that you follow the AACPS policy (you can find the [whole document here](#)). However, all students under 18 must be accompanied by an adult at all times. Under no circumstances should students be allowed to walk throughout the park without adult supervision.

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*

Weather:

- Keep an eye on the weather. You will be sent a forecast for your date of arrival but things can change. Be sure your students are prepared to manage the weather. It is the teacher's responsibility to [cancel a program](#).

Doors:

- Please **remind your students to close the doors** after they enter or exit the buildings. We understand that they need reminders, this is helpful since staff isn't always around.

Restroom Use:

- We offer 2 restrooms at **Plummer House**. Each includes a toilet and a sink. **Please chaperone your students while in the building to ensure adequate supervision.**
- Please limit to one paper towel per kid for regular hand washing.

Food and Water:

- There is **no food or bottled water available for purchase** at GNP. Be sure you and your students bring enough food for your trip. There are 4 or 5 picnic tables located outside the Plummer House. If you have a big group, you will want to stagger your lunch times.
- We **recommend you bring a cooler of water for refills**. When the temperatures rise, students must stay well hydrated. Be sure every student has water.

Lunch Trash:

- Jug Bay Properties follow 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.**

Vehicles and Bus Driver Information:

Driveway:

- There is **always** animal movement on our properties. Turtles, snakes, and other critters are constantly on the move. Some of the critters, especially small turtles, look like rocks and pine cones. **Please communicate to the bus driver or other chaperones to PLEASE DRIVE SLOWLY THE ENTIRE LENGTH OF THE DRIVEWAY.** This will prevent vehicle strikes with our turtles, snakes, toads, and other critters.

Gates:

- GNP is open to the public Monday through Sunday.

Bus idling and AC availability:

- **We are a No Idle Zone** - Idling cars, trucks, and buses waste fuel and create air pollution. Maryland law prohibits idling for more than five minutes. To learn more, visit [the Maryland Department of the Environment Idle Free MD](#).
- Bus and car drivers: We **do not** have food or bottled water available for purchase at any of our properties. **Bring provisions with you.** *Alternatively, there are fast food options in Wayson's Corners just up the road.*

Post-trip follow-up:

- You will receive a follow-up email with an evaluation link from the Education Coordinator. Please consider completing this form and sending it 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!