



A Checklist for our Everglades Experience Program

Please email or make copies of this brief checklist to give to each participating teacher, it will help them to prepare for your experience.

40-60 Days Before Your Trip (don't include Holiday days in the count of days):

- ✓ Complete all the necessary paperwork for your district.
- ✓ If you are providing your own transportation, reserve a bus for each trip day.
- ✓ Make sure your bookkeeper has a copy of the sales invoice order and you get a PO# to us. Once we receive a PO# or a deposit, we will send you your permission forms.
- ✓ If necessary, request for a substitute for your missed day(s).

15-30 Days Before Your Trip (don't include Holiday days in the count of days):

- ✓ Have parents fill out the permission form completely (both sides MUST be signed). Collect money from students if necessary.

Day Before Your Trip:

- ✓ Coordinate with any other teachers that may be going on the same day or whose students you will be taking/leaving your students with.
- ✓ Remind students of proper attire and to bring a bag (plastic lock bags work best) lunch with their name written on it.
- ✓ If any students have not brought in their permission form, remind them. They will not be allowed to attend without it filled out completely (both sides signed by a parent/legal guardian).
- ✓ Fill out the *Trip Roster* with all students and chaperones participating (one roster for each trip/day).
- ✓ Receive from your bookkeeper the check made payable to Science Eye for the minimum number of children (35) for every day of your trip in total (i.e., your school will be going 3 days, the check would be for 105 children) less any deposits made. Any children over the minimum will be invoiced after the last day of your trip.

Day of Your Trip:

- ✓ Make sure all students are dressed appropriately and have a lunch with their name on it.
- ✓ Have your students pair up and be ready to be placed in groups while loading the bus.
- ✓ For each child participating, have, in hand, their permission form signed on both the front and back by their legal guardian. Pull the forms of the students absent. Give the forms to the instructor.
- ✓ Have the *Trip Roster* filled out with any missing students crossed out (absent students can join another class on another day if necessary). Give the roster to the instructor.
- ✓ Have the check ready for the instructor.

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What to Bring/Wear?

- ✓ 1 or 2 water bottles
- ✓ A light lunch (drink, fruit/vegetable snacks, sandwich, & cookies are plenty)
- ✓ Sunscreen
- ✓ Hat
- ✓ Sunglasses
- ✓ Long pants
- ✓ Light-weight long sleeve T-shirt to wear over a short sleeve T-shirt
- ✓ Closed-toe tie or Velcro shoes (no slip-ons, crocs, sandals, flip-flops, etc.-old shoes are recommended)
- ✓ Rain jacket/poncho depending on the weather
- ✓ *Optional:* Camera (water proof or in a plastic lock bag for protection)
- ✓ *Optional:* Binoculars



What NOT to Bring?

- ✓ Any Electronics: Gameboy, ipod, etc. (cell phones are ok if turned off and remain in backpacks or the bus)
- ✓ Money (they will not need any on location)
- ✓ Valuables (backpacks will either remain on the bus, in the lab shack, or under the pavilion)

We require at least 2 chaperones (1 must be a classroom teacher) per day; we ask that you bring no more than 4 chaperones (including teachers) on each day. Group size is limited to **35 students minimum** (on average over the days your school will be experiencing the Experience), **44-48 students maximum** (we need to know if there will be more than 44 for bussing purposes). Other group sizes can be accommodated upon request.

We plan to arrive to your school just as school begins in order to go through the paperwork and to begin loading students on the bus. We will return to your school 15 minutes before dismissal.

Once again, we thank you for allowing us to share our unique program with your students

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