Teacher/Chaperone Information
(Please copy and give to each chaperone)
Total Required Chaperones, Grades pre-K - 3: 1 for every 5 children
Total Required Chaperones, Grades 4 - 12: 1 for every 10 children

We are so glad that you will participate in a field trip to Bellingrath Gardens and Home. As a chaperone on this trip, we ask that you remain **ACTIVELY INVOLVED** in guiding and being responsible for your designated group of students throughout your visit.

As a chaperone, we ask that you:
- Know the students in your group by name and by sight.
- Remain with your students AT ALL TIMES throughout the trip.
- Remind students of their responsibilities and expectations in the Gardens and Home. *The teacher will review these with you and the students before you arrive.*
- Assist the Bellingrath staff with any requests or concerns they may have during your visit.
- Discuss with your students what they are seeing and help them complete any activities that the teacher or Bellingrath staff request.
- Expect students to be active and engaged in their visit and focused on program content.

What to expect when you arrive:
- All participants will move from buses/cars to the student entrance of the entry building auditorium.
- BG&H staff will meet you and prepare you for your visit.
- Lead teacher/adult will pay for entire group in entry building during student orientation.
Garden Guidelines

1. **Student Groups** must be accompanied by adults.
   - Total Required Chaperones, Grades pre-K - 3: 1 for every 5 children
   - Total Required Chaperones, Grades 4 - 12: 1 for every 10 children

2. Adult chaperones should remain with their students groups during their entire visit to Bellingrath.

3. Stay on established pathways and do not enter areas that are marked as a service area or have a barricade.

4. **Wheel Chairs**, wagons and people movers are available for our disabled and/or elderly visitors. If someone in your group requires such assistance, please let us know in advance.

5. **Garbage cans** are available throughout the Gardens.

6. Due to space limitations of our Gift Shop, we may limit the number of people entering the Gift Shop at one time.

7. **Schools/sponsoring organizations** are responsible for any damage caused by actions of their group members while visiting Bellingrath Gardens and Home.
When it is time to leave:

- Make certain you have all of your group members with you.
- Exit through the gift shop/café building after shopping.
- Instruct students to check and make sure they have all of their belongings.
- Return all workshop materials and container to the designated area outside entrance to the Gift Shop.