Preparing for Your Sonoran Desert Adventure

Pre-Visit Checklist

- **Book Your Visit Early:** Openings for field trips fill early, especially for spring months. Please reserve your visit using the online registration form or call the Children's Registrar at 480-481-8121.

- **Confirming Your Visit:** You will receive an email within 5 business days confirming your tour request was received. If we were able to accommodate one of your date choices, your confirmation letter and other documents will be attached. Please check that all the information on the confirmation letter is correct. If we were not able to accommodate one of your date choices the email will offer you some other options, if available.

- **Canceling or Changing Your Tour:** To cancel or change your reserved tour please notify the Children's Registrar (480-481-8121 or teacherRSVP@dbg.org)) as soon as possible. If you need to change the date or time we will do our best to work with you but please be aware that as the schedule fills up there is a chance we will not be able to reschedule your visit. Cancellations made less than ten (10) business days prior to field trip will incur a 25% cancellation fee based on the number of scheduled students.

- Please keep the Children's Registrar aware of any change in numbers.

- **Make Arrangements for Lunch and/or Snacks:** The Desert Botanical Garden does not have facilities for student groups to have food in the Garden. Picnic areas are available at Papago Park, ¾ mile south of the Garden. Reservations are not required, but if you would like to reserve a space please call 602-256-3220 and state you are a school field trip group. Remember to arrange transportation to and from Papago Park. Suggestion: Younger children may need a snack before leaving school or exiting the bus for a 10:00am or 10:30am tour.

- **Prepare Your Class:** There is so much to see, do and learn here! Please take a few moments to tell your class about their tour. Review Garden Rules with them and remind them to wear outdoor weather appropriate clothes, comfortable walking shoes, hats, sunscreen, and to bring a water bottle. Please access our Digital Learning program available on our website and free to teachers for background information and activities related to your scheduled tour.

- **Arrange for Payment of Visit Fees:** As the lead teacher, you will need to present the entire payment for your group immediately upon arrival at the Garden. If students or chaperones will be paying individually please collect their fees in advance. If you are paying by purchase order, you may submit it in advance to the Education Dept. Attn: Children's Registrar. Send by fax at 480-481-8189, email, or USPS. If a chaperone arrives late and their payment was not part of the group payment, they will be charged the regular admission rate.

- **Chaperone Preparation:** Chaperones are limited to no more than 1 non-teacher adult chaperone for every 5 students. If school district or program regulations have other requirements please contact the Children's Registrar immediately at 480-481-8121. Please give chaperones a copy of "Chaperone Guidelines" that you will receive with your confirmation letter email. Remind chaperones that there are no siblings permitted on Garden tours, they will need to stay with the group and to turn off cell phones during the visit.

The Day of Visit Checklist

- **Complete the Confirmation Form:** Fill in the total number of students, teachers and chaperones for all classes attending prior to arrival at the Garden. You must bring the confirmation form and complete payment on the day of your visit to the Garden. Please remember to have a single payment ready for the entire group with your completed confirmation form before you disembark the bus or meet your guide at the flagpoles (if travelling by car or van). Checks, credit cards and purchase orders are preferred, cash accepted.

- **Car/Van Parking:** Please park in the main parking lot and walk your group towards the main Garden entrance. Your guide(s) will meet you to the right of the Schilling Entry Arbor.

- **When you arrive**, the lead teacher will meet with the waiting guide. The guide will collect the completed confirmation form, payment and confirm the groups return time. Another guide will greet students, teachers and chaperones and go over the Garden Rules. Groups arriving early will need to wait in their vehicles or at the flagpole until their scheduled tour time. Groups arriving more than 30 minutes after their scheduled tour time may have a shortened tour or be turned away. Be sure children needing a snack eat before leaving the vehicles in the parking lot. There is no food permitted in the Garden.

- **Bus Parking:** Please follow the signs for buses when entering the Garden. Often you may be lead in by a Ranger. The bus will unload and load in the same area. The Garden has a special bus parking area located directly east of the main parking lot where the guides will meet your bus. During the occasional special event the bus zone will be closed, please be sure to follow the signs for buses.

- **Please wait on the Bus:** When you arrive, the lead teacher should leave the bus and meet with the waiting guide. The guide will collect the completed confirmation form, payment and confirm the groups return time to the bus zone. Another guide will greet students, teachers and chaperones on the bus and go over the Garden Rules. Groups arriving early will need to wait on the bus until their scheduled tour time. Groups arriving more than 30 minutes after their scheduled tour time may have a shortened tour or be turned away. Be sure children needing a snack eat before leaving the bus. There is no food permitted in the Garden.

- **Entrance:** The guide(s) will unload the bus or gather your group at the flagpoles and guide the group to a tour gathering area. A tour introduction will be done with an overview of the day's activities, as well as a review of Garden rules. The lead teacher will then be asked to assist into breaking the student group down into smaller groups of 20 or less. All groups should have at least one teacher or adult chaperone with them. Teachers and adult chaperones are expected to stay with their tour group for the entire tour. This is essential in case of a sick child or other emergency. Ideally the individual groups will be sized so that every guide will have the same number of students to assure a quality learning experience for the students. Please assist us by being flexible when dividing into the smaller groups. After the smaller groups have been organized, each group will set out on their adventure with their guide.