

KinderGarden Field Trips (set up and procedure)

As of: October 1, 2018

Volunteers park across road; asked to be here 60 minutes before the school is scheduled to arrive to help with set up; clean up goes quickly.

Set Up

- *Each morning of field trip; two cones placed to block off driveway
- *Water stations: 1 bag of ice for each large cooler from ice maker; placed with cups at each station, buckets for trash
- *2 trash cans at Outdoor Classroom (lunch area), with extra trash bags
- *Microphone will be charged for storytime area the night before each
- * KinderGarden Closed Sign placed
- * leader poles and vests placed at deck area
- * air horn at deck area
- * hand sanitizer at port-a-potties and lunch

Set up for story area:

- * microphone
- * water station at back with cups, hand sanitizer
- * story pieces if appropriate

Science Area set up::

- * 5 tables
- * materials placed on front table
- * 5 chairs placed at each table (4 children, one adult)
- * water station with cups, hand sanitizer, bucket for used cups
- * trash can

KinderGarden Proper set up: (NOTE: do not put out water materials)

- * Open root viewing box
- * books at green chairs
- * blocks out
- * visitors to the gardens baskets placed at board
- * I Spy paired with color blocks
- * musical instruments out
- * dance scarves out
- * three-in-a-row
- * materials for balance
- * water station with cups at entrance, hand sanitizer, bucket for used cups

Critter Hunt set up:

- * Rope placed around 2005, 2006 and bulb beds
- * animals positioned in each bed, per column on list
- * tub of clipboards, pencils
- * scavenger hunt pages on clipboards
- * water station with cups in center, hand sanitizer, bucket for used cups
- * trash

Field Trip Procedure

Busses unload in front of building at Mailbox
Busses proceed past staff parking
Busses parallel park at roads edge

Kids proceed through driveway in lines to hear opening remarks, line faces deck
Potty break if needed
Introduce guide

Explanation of day given to teachers/volunteers from decking area
-follow their guide, guides will have locations/directions on back of flag
-explanation of air horn
-port a potties available all day; water all day as needed
-lunch as a group following first two activities

Proceed to first station,
Proceed to second station
Lunch break
Proceed to third station
Proceed to fourth station

10 minutes before loading bus, signal drivers to return to vehicles
*drivers drive around "circle" (back to 70, turn left to
Experiment Station Road, load at mailboxes (this eliminates
kids from having to cross the road)

Clean up/storage for next field trip:

- * tables/chairs can be leaned against KinderGarden fence, covered with tarp to protect from rain/dew
- * tents should be stored in greenhouse/water
- * coolers emptied and returned to basement
- * fragile animals should be stored in tub until next field trip; others returned to KinderGarden (use sheets as guides)
- * trash emptied, bags taken to building hand sanitizer, returned to storage tub and stored in greenhouse (or shed)
- * microphone returned to building to Jennifer

COMMENTS:

- * Classes given 3-4 minutes to transition to next station; if they are late, they lose the time in that area
- * DO NOT DISCIPLINE CHILDREN! It is the teacher's responsibility; if a child needs attention, point that out to the teacher
- * If you are a group leader, do not allow the children to hold the flag.
- * Teachers receive supplement activity packet once field trip is scheduled.
- * Volunteers will be contacted by Bev once a field trip has been scheduled. You are not expected to be at all-it is fine to say you have other plans.
- * Bring a snack/lunch for yourself when the kids eat. Best to eat separately...ask Dave. :)

Questions?