

**UNIVERSITY OF RHODE ISLAND W. ALTON JONES CAMPUS
ENVIRONMENTAL EDUCATION CENTER**

FIELD TRIP PLANNING GUIDE

The following information is designed to help the trip coordinator take care of all the details necessary to ensure a successful visit to the W. Alton Jones Campus. Having all the details taken care of will make your experience as effective and positive as possible. An asterisk (*) indicates that handouts or forms are included to be used or duplicated and distributed.

BEFORE YOUR TRIP

1. Arrange for a Pre-Trip: A member of the W. Alton Jones Campus staff will come to your school to meet with students to outline expectations and show a slide presentation and get them excited about their visit. We will also meet with teachers if necessary to finalize the program plans. This is most effective about one month before your trip. We can arrange a separate presentation for parents if desired.

2. Select a program: If you have not yet selected a program, we can provide a list of program offerings. Program possibilities are not necessarily limited to what is listed; we may be able to tailor programs to your particular curricular needs.

3. Set the tone: Please stress to your students that they will be visiting an outdoor classroom. Our Field Teachers are trained educators. Although the teaching at Alton Jones occurs primarily outdoors, the Field Teachers strive for the same respect from their students as is required in the classroom. The presence of a learning attitude (versus recreational) upon arrival will greatly increase the educational experience for your students. The more students are prepared, the more they will gain from the experience.

4. What to bring:* It is important that students dress for the weather, because most of the learning takes place outside—rain, snow or shine. Please see that each student receives a copy of the enclosed packing list. Emphasize the importance of bringing (and NOT bringing) what is on the list.

5. Organize field groups:* (see enclosed work sheet)

- Ten to twelve students per group
- Gender ratio as even as possible
- Separate pairs/groups of students that may distract each other
- Integrate special needs students with others
- Mix students from different classrooms or schools
- Make several copies of the field and cabin groups and send them to Alton Jones in advance with the health history forms

6. Organize cabin groups:* (see enclosed work sheets)

Assign the students to cabins by gender. We have 6 cabins, which hold 16 students each. (Cabin #5 can hold 20 students if needed.) Cabin #6, can accommodate 8 students in each of two separate rooms. A limited amount of overflow space is also available. You need at least one chaperone per cabin; we recommend two, especially if the cabin is near full capacity. There is a separate room for two chaperones per cabin. If other school groups will be in residence when your group is, we may need to facilitate cabin use planning to maximize space.

7. Arrange for chaperones:* We highly recommend one teacher or adult chaperone per field group (10 –12 students), and/or two per cabin, so that emergency or discipline situations can be handled smoothly. Please photocopy, distribute and make sure all adults (including yourself) review "Chaperone Responsibilities" to ensure that everyone fully understands the procedures and policies that they will be expected to carry out as chaperones. You will see that we discourage parents from going out with their own child's field group. It has been our experience that this works better for both the child and for our Field Teacher.

8. Student Health History Forms:* Photocopy and distribute Health History Forms to each student (NOTE: it is a two-sided form). It is your responsibility to collect one from each student and send them all to the W. Alton Jones Campus **AT LEAST ONE WEEK BEFORE YOUR VISIT**. Make sure there is a parent or guardian signature on each one. Chaperones under 18 also need to provide a form. We cannot accept students without a signed health history form.

9. Medications: Collect all medications (prescription or otherwise) as students board the bus and put them together in a secure bag so our nurse can compile them upon arrival.

10. Communicate Changes: If any details such as number of students, arrival and departure times, or special medical/dietary needs change within two weeks of your visit, please call us as soon as possible so arrangements can be made. Remember that we must charge your school for the number of spaces reserved if we are not notified of changes within two weeks of your arrival (except in the case of illness or emergency).

DURING YOUR PROGRAM

1. Traveling to W. Alton Jones: Please share the enclosed directions with your driver(s). Our programs are generally able to commence rain, snow or shine. However, if winter travel conditions are unsafe, please contact our office so that we can discuss alternative arrangements, such as postponing the arrival time or rescheduling the program. Depending on future bookings, we may or may not be able to reschedule your program to a later date.

2. Upon your arrival: Please have multiple copies of cabin group and field group lists, medications (bagged and labeled) and an exact count of the number in your group available for our staff representative who will greet your bus. All cabin adults must accompany students to cabins for check in and cabin orientation. After cabin check in, you will meet with the Field Teachers, Nurse and Education Coordinator to go over medical, behavioral and program information and to review emergency procedures.

3. Observing Field Studies: We encourage you to observe the field sessions so that you may better understand your students' experience. Although this is not required, it will allow you to provide meaningful follow-up in the classroom. Please be available to assist with group control if asked by the Field Teachers. If there is not one adult chaperone per field group, one teacher must stay at the main lodge during field sessions to help handle unexpected emergencies or discipline problems.

4. Meals: Our staff will supervise tables at lunch, but we ask that visiting teachers and chaperones do so at breakfast, dinner and evening snack. Students sit with their field groups, so one adult per field group will suffice.

5. Recreation Time: Recreation time occurs after each meal. Our staff uses this time to prepare for the next activity. Visiting teachers and other adult chaperones must provide supervision. Volleyball and other game fields and equipment are available. Softball, baseball and tackle football are not permitted. We recommend that you plan games and activities for this time.

6. Cabin Time: Visiting teachers and parent chaperones supervise one hour of cabin time from 4:00 to 5:00 PM daily. This is designated as a rest period or may be used for quiet projects, such as journal writing or reading. In the evening, students return to the cabin for bed at 9 PM. Please make sure all cabin adults are well aware of and ready to enforce the enclosed cabin rules.

7. Evening Programs: Our staff will run the evening program from 6:15 to 9:00 PM. We ask that visiting teachers and chaperones be available to assist with group management and be present at 9:00 PM to take students to their cabins.

8. Discipline: W. Alton Jones Campus Field Teachers will handle basic discipline for the program, but we invite you to assist if you feel it is necessary. If ongoing discipline problems arise, they will be referred to you. Please be sure to advise us of any possible discipline problems upon arrival. To facilitate swift handling of discipline issues, we are using a four-strike system, which we will review with you and your students during our orientations.

9. Medical/Emergency Situations: All medical administrations and decisions must be made in conjunction with the campus nurse or other authorized campus staff. Please have a vehicle available on campus that can be driven by a visiting teacher or chaperone in case a student needs to go to the hospital for a non-emergency reason and his or her parents are unavailable to pick them up. A teacher must be available to monitor ill students in the infirmary until they are sent home or sent back to their field studies.

10. Upon Departure: Please make sure students help to clean the cabins and claim their lost and found articles as they check out.

11. Payment: Please let us send you a bill once your trip is over. This will free you from having to get a check ready before your visit. Please pay with one check from the school; our office does not have the capacity to process multiple checks from individual parents.

AFTER YOU RETURN FROM W. ALTON JONES

Don't let your W. Alton Jones experience end. It can be just a beginning for your students, group building, the environment and you.

**THANK YOU FOR YOUR PARTICIPATION.
WE ARE LOOKING FORWARD TO WORKING WITH YOU AND YOUR STUDENTS!**

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FIELD TRIP PLANNING CHECK LIST

- Date scheduled with W. Alton Jones
- Signed contract and deposit send to W. Alton Jones to confirm date and number of students
- Pre-trip presentation scheduled
- Program selected
- Pre-trip activities planned
- Letter to parents, packing lists and health history forms handed out
- Field groups, cabin groups organized & assigned numbers, names or letters
- Multiple copies made of field and cabin group lists
- Students know their cabin number so that on arrival they can go directly to their cabins
- Chaperones selected, oriented and given a copy of “Handouts for Chaperones”
- Health history forms, field group lists and cabin lists sent to W. Alton Jones two weeks prior to visit
- Medication collected, labeled and packaged before leaving for W. Alton Jones
- Emergency vehicle available for duration of trip
- Inform W. Alton Jones of last minute changes (number of students, times, medical/dietary matters)
- Directions given to the bus driver

FIELD GROUPS

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Group _____

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Group _____

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HOW TO REACH US

The W. Alton Jones Campus is located in West Greenwich, 30 miles south of Providence, 55 miles from Boston, 50 miles from Worcester, 60 miles from Hartford, and 170 miles from New York City.

FROM THE NORTH/PROVIDENCE, BOSTON: Take I-95 South to RI Exit 5B to Route 102 North. Follow Route 102 for approximately 2.5 miles. Turn left onto Browns Corner Road. *Follow Browns Corner Road (paved road) straight to the W. Alton Jones Campus. Continue past the "Office and Information" building and follow signs to the Environmental Education Center.*

FROM THE SOUTH/NEW YORK, CONNECTICUT, WESTERLY: Take I-95 North to RI Exit 5B to Route 102 North. Follow Route 102 for approximately 2.5 miles. Follow directions above.

FROM THE NEWPORT AREA: Follow Route 138 West over the Newport and Jamestown Bridges to Route 1 North to Route 4 North. Take the exit for Exeter/Route 102 North. Follow Route 102 North for approximately 8 miles to where it crosses Route 3. Continue on Route 102 North 2.5 miles past I-95 and turn left onto Browns Corner Road. Follow directions above.

FROM WORCESTER/CENTRAL MASSACHUSETTS: Take I-290 South, to I-395 South into Connecticut, to Route 6 East into Rhode Island, to Route 94 South, to Route 102 South. After the Route 117 intersection, continue 4.5 miles on route 102 South and turn right onto Browns Corner Road. Follow directions above.

FROM HARTFORD/CENTRAL CONNECTICUT: Take Route 2 East, to I-395 North. Take Exit 85 to Route 138 East. Route 165 joins Route 138 in Voluntown. Continue left on Route 165 when Route 138 veers off. Where Route 165 ends, turn left onto Route 3. Just after a traffic light, turn left onto Route 102 North. Travel 3 miles and turn left onto Browns Corner Road. Follow directions above.

