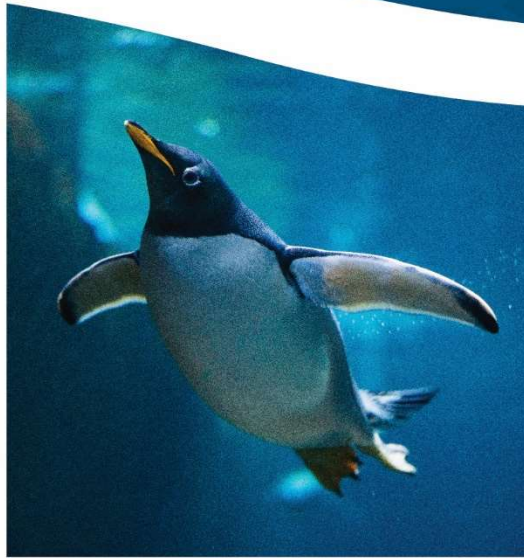




FIELD TRIP PLANNING GUIDE



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The educational mission of Loveland Living Planet Aquarium is to provide unique learning opportunities for learners of all ages to encourage an ongoing discovery of the Earth's diverse, yet fragile ecosystems.

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For any additional questions, comments, or concerns please feel free to visit our website at thelivingplanet.com/education/field-trips/ or email us at schoolprograms@thelivingplanet.com

We hope you have a wonderful field trip visit to Loveland Living Planet Aquarium!

Before Your Visit

Confirmation Email - Carefully check over your “Field Trip Confirmation” and your “EcoVenture Class Confirmation” email if you scheduled a class to review your scheduled date, arrival time, admission pricing, chaperone ratios, and other important information for your visit.

Prepare Chaperones – Successful field trip experiences rely heavily on chaperone involvement. Please visit Page 9 for chaperone policies. The printable Chaperone Welcome Letter is located on page 10. We strongly recommend providing any needed information to your chaperones before departure.

Prepare Students – In order to provide your students with a fun exploration and discovery-based experience, student safety is our number one priority. In addition to empowering your chaperones as student group leaders, please take time to read the Student Welcome Letter (Page 11) with your students.

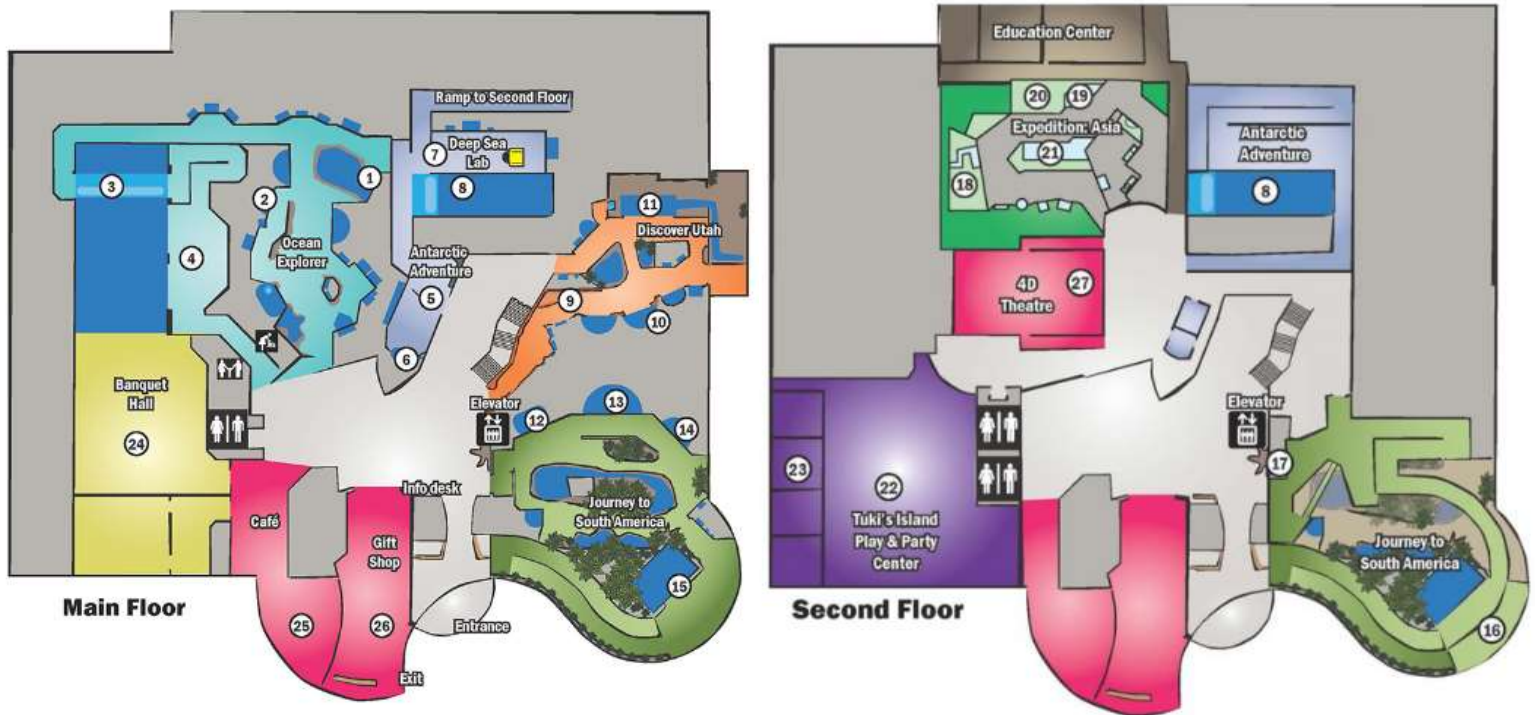
Educational Materials – You are welcome to utilize our online educational materials to enhance your students learning experience. Teacher guides with pre/post visit learning ideas and student guides with in-house exploration activities are available at thelivingplanet.com/education/field-trips/education-materials/

Arrival & Schedule – Whether your group is arriving by bus or another mode of transportation, be sure to review the arrival, check-in, and payment procedures to ensure the best possible check-in experience. If your group is participating in EcoVenture classes, look through the EcoVenture class logistical information on Page 12.

Check In & Payment – Before your group can enter the building, please send a teacher inside at the Welcome Center to check in. You will need to have an accurate head count of all students, teachers, and chaperones even if no payment is due. To assist with this, we provide a “Teacher Check-In Form” which is required to check in.

Questions – For any additional questions, do not hesitate to contact us at schoolprograms@thelivingplanet.com. Please let us know what we can do to help make your trip to Loveland Living Planet Aquarium as fun and educational as possible.

Facility Map



OCEAN EXPLORER

1. Stingray Touch Pool
2. Giant Pacific Octopus
3. 40' Shark Tunnel
4. 300,000 Gallon S

ANTARCTIC ADVENTURE

5. NOAA Research Vessel
6. Sea Jellies
7. Deep Sea Lab
8. Gentoo Penguins

DISCOVER UTAH

9. Desert Tortoise
10. Fish of Utah
11. River Otters

JOURNEY TO SOUTH AMERICA

12. Electric Eel
13. Pirahna
14. Green Anaconda
15. River Giants
16. Toucans (second floor)
17. Poison Dart Frogs (second floor)

Presented by:
George W. Perkins Sr.

EXPEDITION: ASIA

18. Clouded Leopards
19. Small- Clawed Otters
20. Binturongs
21. Giant Asian Fish

TUKI'S ISLAND PLAY & PARTY CENTER

22. Play Area and Party Center are not currently available for field trip groups.

BANQUET HALL

24. Banquet rooms
 - Weddings
 - Corporate Meetings
 - Company Parties

AMENITIES

25. Reef Café
26. Aquarium Gift Shop
27. 4D Theatre (second floor)
 - Wheelchairs available
 - Lost & Found at information desk
 - Free Wi-Fi Available

An updated [Aquarium and Plaza Map](http://thelivingplanet.com/map) can be downloaded at thelivingplanet.com/map.

Aquarium Amenities

4D Theater – 4D Theater is currently closed.

Gift Shop – It is at your discretion to allow students to spend their money in the Gift Shop. We ask that students are accompanied by an adult and recommend arranging specific times with your chaperones for students with money to be escorted into the Gift Shop in small groups. We ask that students do not take backpacks into the Gift Shop.

Café – Reserved for aquarium guest and patrons **only**. Due to the small space and seating, we cannot accommodate school groups and field trips. School groups will be asked to relocate if lunches are brought into the café. Food may be purchased at the café, but school groups are expected to get orders “To Go” and eat outside. If you are planning on purchasing food at the café for groups larger than 15 people, you will need to contact the school programs manager at schoolprograms@thelivingplanet.com.

Lunch Options - We currently do not have indoor space for storing lunches. Your group is welcome to eat in the grassy areas of the Plaza. We ask that groups eating outside to clean up after themselves. Please ensure that walkways, entrances, and exits are always clear in your lunch location. Groups can visit the outdoor Plaza anytime during the visit. If you leave the Aquarium to have lunch, your group can re-enter as long as your chaperone has a wristband or lanyard. That is your ticket back into the aquarium. At this time, the Aquarium does not have lunch space available inside the facility, including seating areas on the second floor. Any field trip groups found eating in the Café, the main entrance vestibule, or at the upstairs tables will be asked to relocate outside. **Please plan accordingly if weather condition is bad.**

Arrival Procedures

1. Drop Off/Pick Up –Upon entrance to the parking lot, pull up to the student drop-off zone at the Welcome Center. Buses must clear this area within **ten** minutes of pulling up. **Students should be picked up from near the Welcome Center at the general admission exit.**

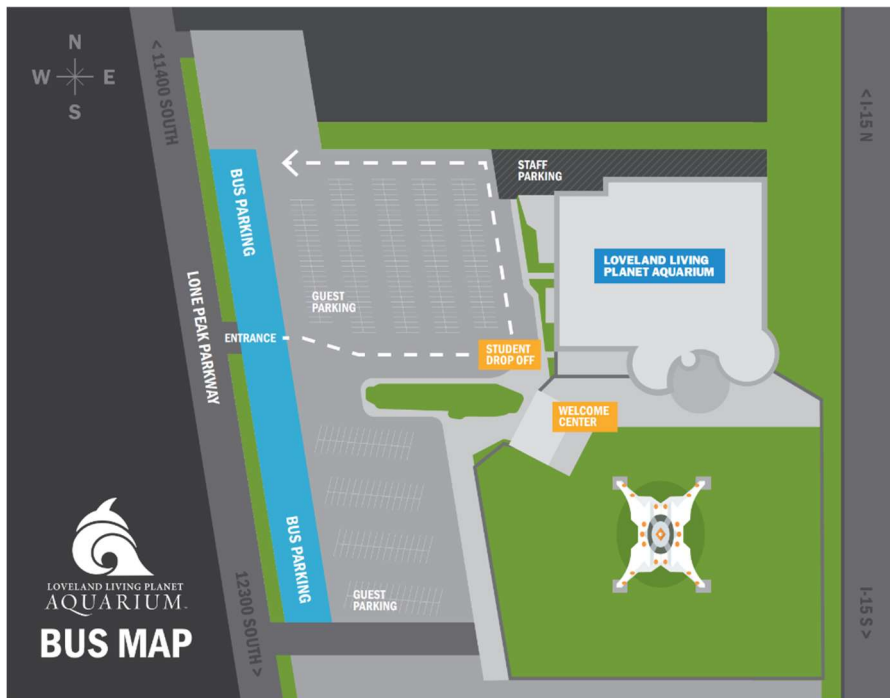
2. Unloading - Please have students remain on the bus upon arrival. If your group arrives in separate vehicles, please gather in one group at the front of the entrance on the lawn.

3. Teacher Check-In – Upon arrival, please send the contact teacher with the “Teacher Check-In Form” inside the welcome center building under the Members entrance door. Please review the check-in and payment policies and procedures (Page 8) for more information about the check-in process.

4. Educator Greeting - If your group is participating in EcoVenture classes, your educator will be outside to welcome your group while the contact teacher is checking in. The educator will address the students and chaperones and give a brief overview of your EcoVenture class schedule, meeting place, field trip rules and hand out lanyards or wristbands for the chaperones/teachers to wear at all times during the visit. Every adult must have a lanyard or wristband before entering the building.

5. Entering the Aquarium - When check-in is complete, the contact teacher will meet the rest of the group back at drop off. If you are participating in EcoVenture classes, take a moment to identify your assigned school meeting place. **Groups will not be admitted into the Aquarium prior to their scheduled arrival time.**

6. Bus Parking - Due to size restrictions in the main Aquarium parking lot, we ask that all buses park in the approved parking zones shaded in blue in the picture above. Bus drivers are welcome to enter the Aquarium free of charge during your visit. Be sure to communicate the pick-up time with your bus driver to ensure the pick-up zone is cleared within ten minutes of pulling up.



Check In & Payment

Check In - Before your group can enter the building, a teacher must check in at the Welcome Center. Even if no payment is due, we still need the exact number of students, teachers/staff, chaperones, and siblings in attendance with your field trip group. Prior to going inside to check in, double check your count to make sure it is accurate.

Payment - One person must handle payment for the entire group upon arrival by either credit card, cash, or school/district check. Please note that any chaperones paying separately must purchase their ticket in advance of the visit and will be charged full price (Prices vary, visit thelivingplanet.com for details). We recommend collecting cash from the parent chaperones 1-2 days prior to your visit.

Title One Prices	Non-Title One Prices
Title One School Students: Free	Students: \$4.95
Teachers: Free	Teachers: Free
Additional Adult Chaperones: \$6.95	Additional Adult Chaperones: \$6.95
Siblings: \$6.95	Siblings: \$6.95

Parent Chaperone Payment – To provide you and your students with the best possible visit experience, the Aquarium will provide free admission for a certain ratio of parent chaperones to students in addition to your teachers and staff. Use this ratio to determine the number of parent chaperones that will be admitted for free during your visit. If payment is made in one transaction as specified above, extra parent chaperones beyond the free ratio are welcome to attend with \$6.95 admission per person. Teachers and staff are free, and can act as chaperones in student groups but will be classified as teachers for admission to maximize the number of adults you can bring on your trip for free. We ask your group to bring at least one adult (teacher, staff, or chaperone) for every ten students, but a 1:5 ratio is recommended.

Free Parent Chaperone Ratios	
Pre-Kindergarten - 6 th Grade	1:5
7 th - 12 th Grade	1:10
Special Needs	1:1

Lanyards or Wristbands –Every adult (including teachers and staff) in your group must have a lanyard to enter the building, so double check for any late chaperone arrivals. Please return all lanyards to the Information Desk prior to exiting the building at the end of your field trip.

Aquarium Membership Passes – Any student or chaperone with an Aquarium Membership can use it to cover their admission cost. Any chaperone or student with an Aquarium Membership will need to join the contact teacher during check-in to scan their pass.

Teacher Check-In Form

Thank you for choosing to bring your group to Loveland Living Planet Aquarium! To ensure the best possible check in process, please utilize the form below.

Day-Of Visit Checklist

Be sure to complete the following items before entering the Aquarium.

- ____ Give Bus Parking Guide to bus driver
- ____ Give departure time to bus driver, teachers, and chaperones
- ____ Exchange phone numbers with bus driver in case of schedule changes
- ____ Review rules/expectations with chaperones and students
- ____ Go over logistical details of visit (class times, departure time, lunch, etc.) with teachers and chaperones
- ____ Prepare payment – must be made in one transaction via credit card, cash or district/school check
- ____ Get a final head count of students, teachers, chaperones and siblings (fill in below)

Field Trip Admission Form

Fill out the information below on the day of visit and give the form to Guest Services.

The number of guests in your group must be exact.

Do you have EcoVenture Classes Scheduled? Yes No

Have you reviewed the school group admission costs from your confirmation email? Yes No

Free Admission Ratio for Parent Chaperones (Circle One) 1:5 1:10 1:1 (Refer to Email)

Are any individuals from your group using their Aquarium Membership? Yes No

____ Total # of Teachers/Staff

____ Total # of Students

____ Total # of Chaperones

____ Total # of Siblings (Age 3+)

____ Total # of Siblings (Age 2 and under)

Preparing Your Chaperones

Teacher and parent chaperones are an essential part of making any field trip successful. Chaperones have an important responsibility to supervise students throughout the visit, but also an incredible opportunity to make a positive impact on the overall educational experience of the students. Carefully select and prepare your chaperones in advance by reviewing the information below.

The Role of a Chaperone - Both teacher and parent chaperones are encouraged to use this field trip as an opportunity to facilitate student fun and learning through active student engagement. Let your chaperones know what learning activities you have planned and what their role is. By creating a safe and positive learning environment for their student groups, chaperones open the door for discovery and exploration. Empower your chaperones with our tips for enhancing student learning (Page 13).

Student & Chaperone Assignments - We strongly recommended that you assign students & chaperone groups before arriving at the Aquarium. Make sure every student knows which adult they are supposed to stay with during the visit. We ask that you bring at least one adult chaperone (teacher or parent) for every 10 students. We have found that a group size of four or five students working with one chaperone is most effective.

Necessary Information - You are welcome to utilize our Chaperone Welcome Letter (Page 11) or create your own to provide your chaperone with all necessary information. In addition to the information in the guide, we recommend reviewing the following information with your chaperones before the visit.

- **Arrival** – To ensure the most organized and efficient check-in and arrival process possible, be sure to remind everyone to arrive on time. Late arrivals can slow the check-in process, and often do not receive all of the pertinent information and instructions needed for the visit.
- **Siblings** – Bringing siblings on a field trip is discouraged because of the important responsibilities of the chaperones. However, sibling attendance is at the discretion of the teacher.
- **Admission** – Review the payment policies (page 7) and relay instructions to your chaperones regarding how payment will work for your group.
- **Student Groups** - All of our school visitors, from Preschool through 12th Grade, must stay with their chaperones at all times while at the Aquarium. This policy is for the protection of your students and the safety and comfort of all Aquarium visitors.
- **EcoVenture Class** (if applicable) – Chaperones will need to know their group assignment, class time, and meeting place prior to their EcoVenture class.
- **Lunch** – If your group has lunch plans, be sure to review them with your chaperones. If your group is eating lunch outside the building, your group can re-enter and continue the field trip by getting a lanyard or wristband.
- **Departure** – To ensure that the bus zone is cleared within 10 minutes, be sure to communicate where and when your group is meeting to depart from the Aquarium. Please return chaperone lanyards to the Information Desk before exiting.
- **4D Theatre & Tuki's Island** – Theatre programs are not included on the field trip ticket unless your group has made prior arrangements. Tuki's Island is not available to field trip groups.

Chaperone Welcome Letter

Thank you for being a chaperone today! Being a chaperone is a great way to enjoy a visit to the Aquarium; however, your discounted admission involves important responsibilities. As a chaperone, you have the fantastic opportunity to make a positive impact on the educational experience of your assigned students. A large part of this involves active supervision and behavior management. We hope that this guide will assist you in creating a safe and exciting learning environment during your visit.

As a chaperone, your role is to:

- Actively supervise your student group and manage their behavior.
- Ensure your assigned students stay with you at all times.
- Encourage learning by fostering student questions and observations.

Important Information (fill in below):

- Arrival Time: _____
- Departure Time: _____
- Students in your group: _____

EcoVenture Classes Only (check with teacher if applicable):

- Assigned Class Group and Time: _____
- EcoVenture Class Meeting Place: _____

Chaperone Admission - In order to receive the parent chaperone discount, payments must be made by the school in one singular transaction. Talk to your contact teacher for information about how your group is handling admission payments. In order to enter the building with the field trip, all adults in your group will need a chaperone lanyard or wristband. Be sure to arrive on time to receive your lanyard or wristband and for important instructions and information.

Guiding Student Learning

- **Ask prompt questions:** Ask questions that cannot be answered with a yes or no, such as “Why do you think the animal has those colors?” or “What do you think the animal eats?” and follow up with “Why do you think that?”
- **Encourage observations:** Encourage the students to spend time observing behaviors and adaptations of the animals and elements of their habitat environments. Ask the students what they observe.
- **Be patient:** Some students may need additional time to formulate their ideas. Sometimes it can take a while, but the students will surprise you!
- **Have fun learning:** More than anything else, reinforce the concept that learning is fun and that the students can discover some amazing things if they take the time.

Student Welcome Letter

We hope your students have a fun and engaging experience as they explore, discover, and learn at Loveland Living Planet Aquarium. To provide you and your chaperones with extra support in your leadership roles, we have created the AquaExplorer Orientation guide to review with your students before your visit.

Hello Aquarium Explorers!

We are so excited for you to visit Loveland Living Planet Aquarium! During your visit, be on the lookout for more than 4,500 animals representing 650 species including sharks, penguins, sea turtles, and otters. The Aquarium showcases ecosystems from around the planet including kelp forests, coral reefs, the deep ocean, Antarctic waters, Asian cloud forests, South American rain forests, and the waterways of our home state of Utah.

Please walk

Aquariums have a lot of water, so our floors can be slippery! To keep everyone safe, no running, jumping, or climbing is allowed in our exhibit areas.

Please keep volume low

The best way to see our animals is by helping them to feel safe and comfortable. Loud noises will scare them away! Use indoor language and volume levels for the best animal encounters.

Please be respectful of the animal's home

Please avoid tapping or pounding on any habitat.

Please follow all instructions given by Aquarium staff

It is important to follow all directions from staff throughout the Aquarium, and especially at the touch pools.

Stay with your adult

Staying with your assigned adult is important for keeping you safe and making sure you don't miss out on any fun activities during your visit.

Investigate animal mysteries

Amazing creatures are waiting to be discovered! Be a Creature Science Investigator and watch out for curious animal behaviors and adaptations. Make observations and ask questions to figure out why animals act and look the way they do!

Thank you for all of your help! Have fun as you explore, discover, and learn about all of our incredible animals at Loveland Living Planet Aquarium. Have an amazing visit!

EcoVenture Class Logistics

In addition to the chance to explore, discover, and learn about the natural world inside our facility, we invite you to dive into a world of immersive science within our EcoVenture classroom programs. Our Pre-K – 12th Grade programs utilize fun core curriculum based scientific topics such as ocean circulation and animal adaptations to generate excitement about science. EcoVenture classes are free, curriculum-based programs that take place during your visit in addition to exploring the Aquarium. For more information about our available programs, [visit our website](#).

Class Schedule – Class programs are 30 minutes in length. Students are divided into groups of 35 or less, typically based on teacher groups. Each group will be assigned to one of the back-to-back program sessions. The group will spend the rest of the visit exploring the Aquarium.

Below is your class time, group and meeting location

Class Time	Group	Meeting Location
10:00	A	Entrance to the Ship
10:45	B	Entrance to the Ship
11:30	C	Entrance to the Ship
12:15	D	Entrance to the Ship
1:00	E	Entrance to the Ship
1:45	F	Entrance to the Ship

Classrooms & Accessibility - If you would like to participate in the classes, we will reserve a classroom space for your group. There are two rooms on the main floor and two upstairs. The classrooms upstairs are only accessible via stairs. If you anticipate the need for a wheelchair accessible classroom and have not previously indicated this need, please contact us as soon as possible.

Class Meeting Place – Your school will be assigned a designated meeting place before your visit. A sign with your school name will be located in this area. Groups will need to meet at this location a few minutes prior to your assigned class time. Remind your chaperones to arrive on time so no groups are left behind. Your educator will meet you there and lead the group to the classroom space. Before arrival, double check your meeting location in your pre-visit “Field Trip Instructions” email.

Restrooms – Once in the classrooms, restrooms are less accessible. We recommend a quick restroom visit before the class begins. If restrooms are needed during the presentation, they can be accessed by returning to the main Aquarium through the Asia Hall, walking past the 4D Theatre, and turning right past the ship deck. Please note that you will not be allowed back in as the doors are locked and you need a staff member with you when behind locked doors.

Enhancing Student Learning

One of our primary objectives at the Aquarium is to provide opportunities for our visitors to Explore, Discover, and Learn about earth's diverse ecosystems. Chaperone and teacher involvement play a large role in making these learning opportunities successful. Below are some ideas for enhancing student learning opportunities during your visit.

Empower Chaperones to be Learning Leaders – Teachers and parents do not need to be animal experts to facilitate learning. Any adult can be a learning leader by simply pointing out interesting things they observe or asking inquiry-based questions about things the students notice. For instance, a question like, “why do you think the anaconda has those colors on its body?” can not only get your students thinking but can also lead to more observations and discussion. If the students respond by saying “they have those colors to blend in”, keep the conversation going by asking another question such as “what kind of environment would the snake blend into?” or “why do you think it wants to blend in?”. Almost any observation or question can be turned into a conversation. Encourage all student answers even incorrect ones with positive responses (e.g. “good thinking”, “that is an interesting idea”). Don't be afraid to ask questions without knowing the answers. With patience and guidance, students can oftentimes determine the answers to their own questions and will learn much more by doing so. If a question remains unanswered, it is a great opportunity to have the students ask an Aquarium educator or research after the visit.

Look for Phenomenon – Send your students on a mission to solve animal mysteries. While exploring the Aquarium, have your students be on the lookout for puzzling phenomenon such as, “why do nurse sharks lie on the sand while the other sharks don't?” or “why do bubbles come off of the penguins as they swim?”. The objective is not necessarily to answer the question. The objective is to think critically and explore the phenomenon. For example, instead of saying “the penguins probably just have air stuck in their feathers”, respond by turning their question into another question. “Oh that is interesting! Where do you think those bubbles are coming from?” or “do you think those bubbles affect how fast the penguin can swim?” These responses can turn small observations into excellent critical thinking opportunities.

Talk to our Experts – Our Aquarium educators are stationed throughout the building and can be a great resource for questions and provide greater insight into our animals and exhibits.

Student Driven Learning – Don't be afraid to let your students drive the learning experience. Finding what concepts excite your students can be a great way to engage them in learning. Tune into the things your students notice or have questions about and foster that curiosity. Letting student interests guide as you explore can be a great way to make learning a fun and positive experience.