

Dear Teacher,

Thank you for arranging to have your classroom visit Saint John's Arboretum. We are looking forward to providing a quality environmental education experience! This letter confirms the details of your visit and supplies you with important pre-trip information.

Please review the 'Class Registration' included with this letter to verify that all information is correct, including class date, time, and number of students. **If any information is incorrect, please contact us immediately.** You can download and print maps to the Arboretum, the parent letter, post-visit worksheet for students, and transportation reimbursement form on our website. Please go to www.csbsju.edu/arboretum and click on 'Education & Events' on the left side, 'preK-12' then 'Teacher Forms'. After your visit, you will receive an email with an evaluation of our program to submit and information on upcoming Arboretum events.



The *Arboretum Field Trip Checklist* is available on the website to assist with your planning.

Important things you should know before bringing your students to Saint John's Arboretum:

- We request 1 chaperone for every 10 students and nametags for all students.
- Program cost is \$3 per student if you prepay; \$4 per student if we send you an invoice after the class; both with a \$50 minimum. There is no fee for teachers or chaperones. ISD 742 fees are already paid for the 2011-12 school year.
- We will reimburse up to \$2 per student for busing costs, which will be paid after your school pays the bus company and sends us an invoice-see included example.
- Please have your students dress appropriately to be outside. **Unless there is severe weather, we will hold field trips as scheduled.** A roll of garbage bags makes great emergency rain coats!
- Please educate your students before your trip about how to safely be outside, including staying hydrated, using sunscreen, appropriate clothing, and checking for ticks. For additional information about these topics, check the Arboretum website.
- As there are limited restroom facilities near where your class will be held, please have your students use the restroom before you leave. If you would like for your bus to stop at a restroom on campus before or after your visit, please see the included 'Campus Map' for directions to restroom facilities.
- Our website describes the outdoor activities your class will participate in, along with other Arboretum information, and can be viewed at www.csbsju.edu/arboretum.

We are continuing to offer 'Education Extensions' with suggestions on how to increase the quality of your students' experience. Please see included letter or website for more details.

We are excited to have your classes out at the Arboretum and look forward to seeing you. If you have any questions or concerns about your visit, please contact me. Thank you again for your participation!

Best regards,

Sarah Gainey
Environmental Education Coordinator

320.363.3133
sgainey@csbsju.edu