



Teacher/Chaperone Information

(Please copy and give to each chaperone)

Total Required Chaperones, Grades pre-K - 3: 1 for every 5 children

Total Required Chaperones, Grades 4 - 12: 1 for every 10 children

We are so glad that you will participate in a field trip to Bellingrath Gardens and Home. As a chaperone on this trip, we ask that you remain ACTIVELY INVOLVED in guiding and being responsible for your designated group of students throughout your visit.

As a chaperone, we ask that you:

- Know the students in your group by name and by sight.
- Remain with your students AT ALL TIMES throughout the trip.
- Remind students of their responsibilities and expectations in the Gardens and Home. *The teacher will review these with you and the students before you arrive.*
- Assist the Bellingrath staff with any requests or concerns they may have during your visit.
- Discuss with your students what they are seeing and help them complete any activities that the teacher or Bellingrath staff request.
- Expect students to be active and engaged in their visit and focused on program content.

What to expect when you arrive:

- All participants will move from buses/cars to the student entrance of the entry building auditorium.
- BG&H staff will meet you and prepare you for your visit.
- Lead teacher/adult will pay for entire group in entry building during student orientation.

12401 Bellingrath Gardens Road • Theodore, Alabama 36582

Phone: 800.247.8420 or 251.973.2217 • Fax 251.973.0540 • Website: www.bellingrath.org



Garden Guidelines

1. **Student Groups must be accompanied by adults.**
 - Total Required Chaperones, Grades pre-K - 3: 1 for every 5 children
 - Total Required Chaperones, Grades 4 - 12: 1 for every 10 children
2. **Adult chaperones should remain with their students groups during their entire visit to Bellingrath.**
3. **Stay on established pathways and do not enter areas that are marked as a service area or have a barricade.**
4. **Wheel Chairs, wagons and people movers are available for our disabled and/or elderly visitors. If someone in your group requires such assistance, please let us know in advance.**
5. **Garbage cans are available throughout the Gardens.**
6. **Due to space limitations of our Gift Shop, we may limit the number of people entering the Gift Shop at one time.**
7. **Schools/sponsoring organizations are responsible for any damage caused by actions of their group members while visiting Bellingrath Gardens and Home.**

When it is time to leave:

- Make certain you have all of your group members with you.
- Exit through the gift shop/café building after shopping.
- Instruct students to check and make sure they have all of their belongings.
- Return all workshop materials and container to the designated area outside entrance to the Gift Shop.