Teacher Orientation Packet

Thank you for choosing Conner Prairie as your educational destination! Your adventure is about to begin! Please look through this document before your visit. It contains the following pre-visit materials designed to help you prepare for your field trip:

- Teacher Field Trip Checklist
- Essential Information
- Links to Important Forms and Materials

Teacher Field Trip Checklist

Prior to Your Visit:
- Review the Teacher Orientation Packet.
- Send home permission slips and notes to parents.
- Sign up for lunch time through Signup Genius. This will be sent to you a few weeks before your trip.
- Recruit adult chaperones (At least one for every 10 students in grades 2 and above. At least one for every 5 students in kindergarten through grade 1.)
- Make copies of the chaperone two-sided information sheet.
- Print Field Trip Guides for your chaperones to use on the day of your trip.
- Make copies of the School Tours Map to give to chaperones.
- Fill out the Chaperone Information Sheet with student lists, teacher goals, and other information.
- Create (or have students create) school name tags for each adult and student to wear that have the school name and teacher name on them.
- Review guidelines and goals with your students.
- Remind students what to wear for their visit. Conner Prairie operates in all kinds of weather.
- Arrange payment so it can be made with one check, credit card, or purchase order.
- Visit connerprairie.org for additional information.

On the Morning of your Visit:
- Give maps, chaperone guides, and information sheet with the list of students to chaperones.
- Hand out school name tags to everyone.
- Pack lunch boxes or coolers for easy transportation and storage.
- Review directions with the bus driver(s).
- Obtain final counts of students, chaperones, and teaching/school staff.

Upon Arrival:
- Instruct everyone to remain on the bus, yourself included, until the school tour coordinator, or other staff member, greets you.

During Your Visit:
- Bring payment (if not prepaid) and gold attendance sheet (provided by school tour coordinator upon check-in) to the Guest Service Office in the Welcome Center any time during your visit.
- Explore!
Essential Information

Lunch and Departure Information Needed

A few weeks before your scheduled tour date, our School Programs Coordinator will send you a link through Signup Genius. This will be used to gather the following information.

- Your lunch time choice and location
- Your planned departure time
- A day-of, on-site emergency contact phone number
- If you are planning on visiting the gift shop

School Name Tags Required

All adults and students are required to wear a school name tag with the school name and teacher name on it. (Students names are not required). It will expedite check-in if everyone is wearing their school name tag when you arrive at Conner Prairie.

Arrival/Check-in Information

Upon arrival at Conner Prairie, make the first right and follow the drive to the School Check-in location which is marked by a large yellow School Tour banner. Pull up along the curb and remain on the bus until greeted by a school tour staff member. The staff member will provide a brief overview of Conner Prairie and answer questions.

The coordinator will give the lead teacher an attendance sheet. At some point during your visit, please bring this sheet and your payment (if not pre-paid) to Guest Services near the Ticket Desk in the Welcome Center. Guest Services staff will process the payment and can provide refunds in the event of overpayment. They can also book your visit for next year. (In order to speed up the check-in process, the coordinator who checks you in does not handle payments or refunds.) PLEASE NOTE: Any adults (except Conner Prairie members) who pay individually at the ticket desk will be charged the full regular general admission.

Once students have been instructed to exit the buses, please have them quickly go straight through the gates and organize groups inside the gates at your group’s assigned number. (This number will be told to you upon arrival.) With buses and other vehicles moving around near the sidewalk, we would like students away from that area as quickly as possible.

Lunches can be taken to your assigned pavilion and placed under your school’s number. (This number will be told to you upon arrival.)

Fees/Payments

Tours may be prepaid or paid on the date of your visit. Payments may be made at Guest Services anytime during your visit. Payment in one transaction with check, credit card, or purchase order is required. Please make checks payable to Conner Prairie. Please refer to the confirmation form and cover letter we sent you for specific fee/payment information. If you will be flying in the balloon, you may wait to pay for your general school tour and balloon flight at the Guest Services office after everyone in your group has finished the flight.
**Behavior Guidelines**
Please encourage chaperones to be actively involved in the supervision of students. We need their (and your) active participation to ensure students are acting in a respectful and safe manner and to enhance student learning. Please emphasize the following behavior guidelines to your students and chaperones:

- Students of all ages, grades K-12, must be accompanied by a teacher or chaperone at all times. Students should not run ahead or go exploring on their own.
- School groups should not begin activities involving animals, tools, or fire until directed to do so by a Conner Prairie staff person.
- Be kind to our animals. Do not tease or chase them. Please do not feed them.

**What to Wear**
Conner Prairie operates in all kinds of weather, so everyone should dress accordingly. Comfortable shoes are important. Remember sun protection - bring sunscreen and brimmed hats. Teachable moment: On rainy days use the opportunity to discuss how weather could affect such things as fire building and traveling.

**Accessibility**
Conner Prairie strives to provide an educational and fun experience for guests of all abilities. If your group has anyone with special needs, please contact Guest Services for guidance on planning your visit.

**First Aid/ Lost Child/ Weather Warnings**
Conner Prairie staff can communicate via two-way radio or phone. We have a first aid responder on site during regular open hours. If there is a first aid need or a lost child, notify any Conner Prairie staff person. We do keep track of weather conditions. In the event of a severe weather warning, staff will be instructed to advise our guests on where to seek shelter.

**Photography**
Still or video photography is welcomed at Conner Prairie for personal, non-commercial use only. No tripods, please. During your visit, you may be photographed for promotional purposes by Conner Prairie staff. If you, or anyone in your group, does not wish to be photographed, please request a special sticker during check-in or at Guest Services in the Welcome Center.

**Standards**
Conner Prairie experiences relate to the Indiana State and the Common Core academic standards for all grade levels and multiple subject areas. For a complete listing of standards, please see our online school programs catalogue.

**Directions**
Conner Prairie is located six miles northeast of Indianapolis at 13400 Allisonville Road. It is also six miles from I-69, exit 205.

After turning into the Conner Prairie entrance, make the first right and drive to the School Tour Check-in location marked by a yellow School Tour banner. Please have everyone remain on the bus until a Conner Prairie staff member greets you. After we provided a brief orientation on the bus and the bus is unloaded, staff can provide instructions on where to park. Bus drivers are welcome to enter free of charge.

**For More Information**
If you have any questions about your visit, please do not hesitate to contact us at 317-776-6000 or 800-966-1836. Pre-visit materials for our experience areas, classroom resources, and information about the different experience areas are available on our website, [https://www.connerprairie.org](https://www.connerprairie.org).