



# FIELD TRIP PLANNER

## Dallas Zoo & Children's Aquarium at Fair Park



Please have this completed prior to your arrival.

<i>Do not include adults paying separately from school group.</i>	<i>Guided Tour / Classroom Program Reservation (if applicable)</i>	
_____ # of Students	Time _____	Location: _____
_____ # of Free Adults	Time _____	Location: _____
_____ # of Extra Adults	Time _____	Location: _____
	Time _____	Location: _____
	Time _____	Location: _____
	Time _____	Location: _____
	*The instructor will contact you within one (1) week of your program to confirm the location.	

### Payment

- **Admission:** Payment for admission is due upon arrival. DO NOT SEND PAYMENT FOR ADMISSION AHEAD OF TIME. Credit cards, cash, or institutional checks are accepted at the ticket gate. We do not accept POs. Final head counts for admission will be made at the ticket gate on the day of your field trip. Admission will be charged for the number of students and adults present with you at that time. Instructor-led programs must be paid in full separately and at least one (1) week in advance.
- **Classroom Programs and Guided Tours:** Full payment and all changes for instructor-led programs are due at least one (1) week prior to the scheduled date. Programs not paid by the deadline will be cancelled. DO NOT INCLUDE THE COST OF ADMISSION WITH YOUR PROGRAM PAYMENT. Admission must be paid separately at the ticket gate on the day of your visit.

### Cancellation and Rescheduling

The Dallas Zoo & Children's Aquarium is open rain or shine. Your reservation may be rescheduled once without penalty. Additional reschedules will be charged \$25 per instance. Field trips and programs will be cancelled if DISD is closed due to severe weather. Rescheduling fees due to DISD closure will be waived. Reschedule dates should be at least two (2) weeks in advance. We will do our best to accommodate late arrivals, but we reserve the right to cancel or adjust programs as needed. All changes and requests must be submitted in writing to [Education@DallasZoo.com](mailto:Education@DallasZoo.com). Refunds will not be issued for any amount under \$20, for program changes/cancellations made within one (1) week of the scheduled date, or for no-show groups.

### Arrival and Parking

Parking is usually free unless there is a paid event at Fair Park. The Children's Aquarium at Fair Park has no control over parking fees in the event that the City of Dallas charges for parking at Fair Park. Please note that April and May are high volume school group months, especially during state testing. Plan your travel and entrance times accordingly.

### At the Ticket Gate

The lead teacher will need to bring the confirmation letter and payment for admission. Be sure to have an exact count of students and adults prior to checking in at the ticket gate. Teachers and bus drivers count as adults. Do not include adults who will be paying separately.

### **Instructor-led programs**

If you are scheduled for an instructor-led program, please assemble your students at the designated meeting location at least 10 minutes before your program begins. Programs begin promptly at the scheduled time. We will do our best to accommodate late arrivals, but we reserve the right to cancel or adjust programs as needed. Class size is strictly limited and cannot be adjusted on the day of your program. Extra chaperones will not be able to attend classroom programs due to space limitations. A teacher must be present at all times during the program. The lead teacher will be contacted by Dallas Zoo & Children's Aquarium at Fair Park instructional staff one (1) week prior to your scheduled visit with program location details.

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### **Lunches**

There are no lunch facilities at the Aquarium. Groups need to bring lunch and picnic in any of the open green spaces around Fair Park or make arrangements to have lunch outside of Fair Park. We do not have lunch storage on grounds. Plan to carry your lunches with you. We advise groups to hand out lunches at the bus or bring wheeled coolers/carts to transport them.

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### **Prepare Your Students**

Students must stay with chaperones at all times. We recommend assigning students to small groups prior to arriving at the Aquarium. Please review the Dallas Zoo & Children's Aquarium Code of Conduct with your students.

Code of Conduct: Teachers and chaperones will be held responsible for student conduct. Any behavior that endangers the safety of our animals, staff or other visitors will result in your group being expelled from our facility.

- DO have students wear nametags that include their name, school, and teacher's name (no safety pins)
  - DO stay with their assigned chaperones at all times.
  - DO understand that animals, like us, need rest and privacy. If an animal is not visible, check back later.
  - DO pick up your trash. Please dispose of garbage in trash or recycling bins.
  - DO stay on pathways.
  - DO walk, not run.
  - DO use quiet voices.
  - DO be patient and look all around the exhibit. Animals are adapted to blend in with their surroundings. They may be resting nearby.
  - DON'T feed animals. They are on a carefully balanced diet.
  - DON'T climb on rocks, walls, or fences.
  - DON'T deface Zoo or Aquarium property.
  - DON'T pick plants or flowers.
  - DON'T tap on exhibit glass, scream, spit, and/or throw objects of any kind into exhibits. This behavior is disrespectful and will not be tolerated.
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### **Prepare Your Chaperones**

We require one adult chaperone for every 10 students. Make sure each chaperone understands the following:

- Chaperones must remain with their assigned students at all times.
  - Any behavior that endangers the safety of our animals, staff or other visitors will result in your group being expelled from our facility. Please be sure all chaperones review the Code of Conduct.
  - Inform your chaperones of times and locations for arrival, any scheduled programs, lunch, and departure times.
  - Inform your chaperones where to go for emergencies, lost children, and lost & found.
  - Dress for the weather and for lots of walking.
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*The Dallas Zoo and Children's Aquarium at Fair Park reserves the right to change pricing and policies without notice.  
The Education Office is open Monday-Friday during regular Zoo hours.  
Contact us at [Education@DallasZoo.com](mailto:Education@DallasZoo.com) or 469.554.7300.*