

Field Trip Logistics

Greetings from Your Clark Public Utilities Education Team,

We are just a week away from your scheduled field trip and we're looking forward to seeing you and your students! This email is a reminder to help us make sure you're ready. Please read each section in its entirety so we all can be prepared:

Chaperones

Chaperones/Educators are limited to 1 per 10 students (two educators, four chaperones/para educators for 60 students = 6 adults total for 60 students)

Three days prior to your field trip YOU MUST [submit a listing of chaperones here](https://studenttours.clarkpublicutilities.com/chaperones?tourId=4cadde88-68e0-4987-a470-60eaae1f5964), (<https://studenttours.clarkpublicutilities.com/chaperones?tourId=4cadde88-68e0-4987-a470-60eaae1f5964>) and indicate whether they will be riding the bus or not.

1. Full name for each chaperone
2. Which chaperones will ride the bus
3. Which chaperones will drive themselves

Chaperones arriving in personal vehicles MUST park in the east parking lot near the main entrance. They MUST NOT follow the bus through the secured gate.

1. These chaperones will enter the customer service lobby (east side of the building) and check in with the receptionist.
2. Chaperones MUST present photo identification matching the name provided by the educator. If a chaperone is not on the list, they will not be permitted to attend the field trip.
3. Chaperones will be escorted by a Clark Public Utilities employee to the student tour room once all chaperones have been cleared to enter the facility.

Remind chaperones that other siblings/children not enrolled in your class are not permitted to attend the field trip.

Get Your Students Prepared

Review the [teachers guides](#) on our PowerZone website to ensure your students are familiar with the concepts and vocabulary that will be presented at the field trip. This will help to maximize the experience for your students.

- Please have your students wear clearly printed name tags with student's first name, school and educator name.
- It is important to adhere to the scheduled start time for field trips to ensure that the planned activities and experiences can proceed as intended.
- Students are welcome to bring a water bottle (no glass), but please reserve snacks for the bus (unless medically necessary)
- No Gum

Field Trip Arrival And Attendance

- As a reminder, Fire Marshal Occupancy requirements limit this Field Trip experience to a maximum of two classes with no more than 60 students, their educators, Para educators, and chaperones.
- Upon arrival for the field trip if it is found that a School/educator has combined classes, brought additional classes/students, or changed classes that are different than what was confirmed in the field trip registration, the field trip will be subject to immediate termination without an option to reschedule.
- Late Arrival of 20 minutes or more without direct communication with the Education Program Team will result in an abbreviated tour experience that will still conclude at the pre-planned end time.

Safety Procedures and Student Behavior Expectations

- Students should always walk into our facility and follow all directions given by the field trip host to ensure a safe experience for all. Running, jumping, or physical contact between students may jeopardize the safety of the individual student and those around them.
- Students should demonstrate respectful behavior, including active listening, inside voices unless instructed by the field trip host, and adherence to all posted and verbal instructions given by tour staff.
- If the field trip staff determines any behavior is dangerous or inappropriate, the field trip will terminate immediately.
- Educators and chaperones must remain active participants in the field trip experience, providing student behavior management and support to the field trip staff to ensure a positive experience.

- A chaperone or teacher must accompany a student to the designated restroom
- Restroom visits should be completed during hands-on time and not at the conclusion of the field trip.

Bus Route and Reimbursement instructions

- S Your visit begins in our secure parking lot, not in the public parking area. Please instruct the bus driver to follow the student field trip signs to the gate on the northwest side of the property, off NE 87th Street.
- If the gate is closed, use the call button – identify the name of the school attending the field trip.
- Continue following the signs to the drop off location. This is an active warehouse yard, please proceed with caution
- The bus and driver are not required to stay during the field trip but must return in time for pick up.
- If the bus and driver stay in the designated parking space, the driver may not leave the bus while parked on property.
- A designated Port-O-Potty will be available for the bus driver.
- To submit for transportation reimbursement, please email the bus invoice to accountspayable@clarkpud.com. Please include the school name and date of the field trip. Incomplete invoices may require additional follow-up delaying the payment process.

Thank you for reviewing this information in advance to prepare for an awesome experience at the Clark Public Utilities Field Trip. If you have questions, reply to this email or call Education Program Specialist Amber Hall at 360-992-3550.