

Field Trip Logistics

Greetings from Your Clark Public Utilities Education Team,

We're excited to welcome you and your students to Clark Public Utilities in just one week.

To help ensure a safe, engaging, and enjoyable visit, please take a moment to review the important information below and share key details with your chaperones.

Chaperone Support

Teacher/Chaperon Support Requirement: 1 adult per 10 students.

60 students = 2 teachers + 4 chaperones/paraeducators = 6 total adults

Paraeducators with 1:1 assignments are excluded from this ratio.

One Week Before Your Visit:

Please complete the [Chaperone Submission Form](#) with:

- First and Last names of all chaperones
- Chaperones are expected to ride the bus with students for both site security and safety
- No siblings or children outside your class may attend
- All chaperones are expected to actively support student behavior and safety

Arrival & Attendance

- **Group Size Limit:** Maximum of 60 students across two classes
- **No combined or swapped classes** on the day of the trip without prior approval. Unregistered students or last-minute changes may result in **immediate cancellation of the field trip**
- **Running Late?** Groups arriving **20+ minutes late without communication** with utility staff may receive an abbreviated experience because the field trip will conclude at the regularly scheduled time.

Prepare For Your Field Trip Experience

- Review the [Teacher's Guide](#) to introduce key concepts and vocabulary
- Students should wear **name tags** with their first name visible for utility staff

- Please remind students:
 - No gum
 - Water bottles are okay (no glass)
 - Save snacks for the bus unless medically necessary

Safety & Behavior Expectations

Students must:

- Walk (no running or horseplay)
- Use inside voices and follow staff instructions
- Show respect to all presenters and each other

Teachers and chaperones must:

- Stay actively involved in guiding behavior and assisting hosts
- Accompany students to the restroom
- Coordinate bathroom use during hands-on time, not at the end of the trip
- Refrain from cell phone use outside of the Student Education Room

If any behavior is deemed by utility staff as unsafe or disruptive, we reserve the right to end the field trip early.

Bus Route & Reimbursement

Buses enter through the **secured gate off NE 87th Street**. Just follow the Field Trip signs). If the gate is closed, press the call button and give your school's name.

- The bus driver may leave after drop-off or stay in the designated lot. If they are staying, they must remain on the bus
- For **transportation reimbursement**:
 - Email your **bus invoice** to accountspayable@clarkpud.com
 - Include the **school name** and **field trip date**
 - Incomplete invoices may cause delays

Thank you for taking the time to prepare your students, staff, and chaperones. Your support upfront is key to ensuring a positive and successful experience for everyone. If you have any questions, feel free to contact me directly.

See you soon!

Amber Hall
Clark Public Utilities
Education Program Specialist
ahall@clarkpud.com



www.ClarkPUDpowerzone.com

360-992-3550