MEIJER GARDENS FIELD TRIP PACKET

Before you arrive:

☐ Read your confirmation email. Notify us of any changes at fieldtrips@meijergardens.org.

☐ Watch our Know Before You Go: Field Trip Information Film with your group to prepare students for their trip.

☐ Optional: Schedule a teacher pre-visit.

☐ Make a lunch plan.

☐ Share the Chaperone and Student Responsibility letter with your group.

☐ Familiarize yourself with our policies and procedures.

☐ Request any additional materials like self-guided sheets, clipboards, or sketching stools.

☐ Prepare to make a single payment for your group on arrival.

☐ Prepare nametags for each of your students and chaperones. These will act as your tickets to enter Meijer Gardens.

☐ Prepare for the weather. Field trips take place rain or shine. For cancellations, please refer to our policies and procedures.
On your way to Meijer Gardens:

- Provide each student and adult with a nametag.
- Fill out the Group Accounting Sheet attached to your confirmation email.
- Provide all teachers and chaperones with the itinerary sent to you by Meijer Gardens (if applicable).
- Notify us of any delay of 15 minutes or greater. Groups arriving more than 15 minutes after their scheduled activity time cannot be guaranteed participation in their scheduled activity. You can call Meijer Gardens directly at (616) 957-1580.

Upon your arrival:

- Meet your greeter.
  - Arriving by bus: Please follow posted signs for bus drop off. **Remain on the bus until met by your greeter.**
  - Arriving by car: Your greeter will meet you on the plaza outside the main entrance. **Please gather by the sign posted with your group’s name.**
  - Lunch carts are available at the drop off location.

- Make a **single** payment for your group at the front desk.
  - Deliver the Group Accounting Sheet and payment to the front desk.
  - Provide a single payment for your entire group (students, teachers, chaperones, and additional adults).
  - Adults paying separately will be charged the current full admission rate of $18.00.

During your visit:

- Dress for the weather. Field trips take place rain or shine. For cancellations, please refer to our policies and procedures.
- Follow our **eating policies** while enjoying your lunch and snacks. Eating is only allowed in designated public eating areas and is not allowed anywhere else.
- Check at the Information Center in the Lena Meijer Children’s Garden to learn about any special activities.
- Take photographs. See our **photography policies** for a full list of rules.
Visit the Peter M. Wege Library. Consult with the librarian to direct you to specific books of interest. Groups entering the library are asked to provide one chaperone for every six children, and to limit the number of children to no more than twelve at a time.

Visit the DeVos-Keeler Gift Shop. Groups entering the gift shop are asked to provide one chaperone for every six children, and to limit the number of children shopping to no more than twelve at a time.

After your visit:

Meijer Gardens will send you a brief survey following your visit. Please provide us with any feedback about your experience!

We look forward to seeing you soon at Meijer Gardens! If you have any questions or concerns, please contact us at: fieldtrips@meijergardens.org.