



Denver Zoo 2018-2019

Teacher Field Trip Planning Guide

Tips to prepare for your visit:

1. Read your confirmation to make sure the contact information, as well as the visit date, is correct. Email guestcare@denverzoo.org to make any changes.
2. If you have made your reservation at least 3 weeks in advance, you have the option to pre-pay for your group. Please email guestcare@denverzoo.org for more information.
3. **Arrange for an adequate number of chaperones.**
 - 1 chaperone for every 10 students is required All teachers and school staff are admitted **FREE**
 - One (1) adult attendant for every one (1) special needs student is admitted **FREE**
 - Chaperones must be at least 21 years old.
 - If paid for as part of the group payment (a single payment transaction for entire school group) chaperones receive discounted field trip rate
 - **If paying separately, chaperones must pay full general admission price.**
 - **Siblings who are not part of the school class will pay regular admission at the gate.**
4. **Payment policies**
 - Advance payment is accepted if payment is received 3 weeks in advance; check your confirmation for instructions on pre-payment.
 - **If paying upon arrival, please have an exact count of your students, teachers, and adult/parent chaperones ready.**
 - We accept **ONE** payment in full for the entire group. We accept school/organization checks, VISA, MasterCard, Discover, or cash. Please make checks payable to Denver Zoo. **We do not accept personal checks, purchase orders or multiple forms of payment.**
 - If your check is for more than the amount due, a refund check will be mailed to the school.
 - Adult Field Trip Chaperones may use their Membership cards
5. **Important Behavioral expectations**
 - Students are not allowed to leave their assigned chaperones while at the zoo.
 - **Middle School and High School students MUST have a chaperone; any unattended students will be escorted to the main gate to wait for the lead teacher.**
 - Feeding the free-ranging animals or any animals is not permitted.
 - Leave certain things at home: toys and flying discs, skateboards, shoes with wheels, music players and



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- other electronic devices, and cell phones.
- Smoking is not permitted on zoo grounds.

6. WRISTBANDS!

- All students, teachers, and adult chaperones will be issued wristbands for admission to the zoo once payment is received.
- Make sure every member of your group is wearing their wristband prior to arrival (if pre-paid) or prior to entering the zoo.

7. Eating lunch at the zoo

Appropriate places to eat lunch at the zoo include:

- Conoco Zoo Gardens if there is no reserved event (covered outdoor pavilion)
- Giraffe Meadow (outdoor grassy area on the east side of the zoo)
- Great Apes Building (indoor building, inside Primate Panorama west end of zoo)
- Help Denver Zoo's efforts to go **GREEN**. Recycle bins can be found throughout zoo grounds.
- Please dispose of trash and recyclable items appropriately.

8. Wagons, wheelchairs, carousel, train, and gift shops

- Wagons (\$7), and wheelchairs (\$7) are available for rent. You may purchase tickets for your students to ride the train (\$3) and/or carousel (\$3).
- Students, teachers and adult chaperones are welcome in Denver Zoo gift shops. One adult chaperone per 10 students is required for supervision at all times in any gift shop.

9. Need to cancel or reschedule?

- Please contact guestcare@denverzoo.org to cancel or reschedule a field trip at least **10** days before your scheduled visit. Denver Zoo will try to work with you to find another date that works well for you and the zoo. Please understand that we cannot guarantee that your requested date will be available.
- In the case of school closure due to **inclement weather**, please contact us at guestcare@denverzoo.org to make arrangements for a reschedule or refund.



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10. Parking

- Schools visiting the end of April - May will be entering through school entrance near Tropical Discovery.
- School visits during June – mid April will be entering through the Main Entrance.
- To ensure a safe and fun experience, all buses will enter the zoo parking lot via 23rd Ave.
- Security will greet each bus and direct it to the student Unload Area. Parent chaperones are encouraged to park in the Car Parking areas near the School entry. Parents will be able to meet their school group in the Waiting Area.
- Parents will enter the zoo at School Entrance, not at the Main Entrance.
- Please see Parking Attachment in your email.