

8/12/2014



K-12 SCHOLASTIC PRE-VISIT GUIDELINES

Dear Educators:

Welcome to Marie Selby Botanical Gardens. Thank you for taking the time to provide a meaningful learning experience for your students; we hope that you & the students will enjoy a day surrounded by the beauty of the Gardens. Prior to your arrival, it is important that your students are aware of garden etiquette and appropriate behavior. The following guidelines exist not only to protect the Gardens, but also to provide a pleasant experience to all visitors. Please review the following guidelines and information with your students and chaperones so they are aware of their role while at the Gardens.

Pre-Visit Information

Before your class visits the Gardens, you are welcome to come and familiarize yourself with the collections. Teachers are always free to the Gardens with a valid teacher ID. Lesson plans and teacher resources are available upon request by contacting education@selby.org. I strongly encourage pre-visit preparations in your classroom to support the educational experience of a Gardens visit.

Discuss the Gardens with your students before your visit so that they are excited and informed. Orientation videos can be found here: http://www.selby.org/learning/video_library?page=2. I recommend watching the following videos prior to your visit: "Introductory Video with Jack Perkins - Courtesy of WEDU" and "Selby Gardens - Video Tour in High Definition." Other basic information about Selby Gardens can be found here: <http://www.selby.org/about/about-us>.

Please note: There is a minimum of one adult chaperone per ten students, and a maximum of two chaperones per ten students. Please have students separated into groups prior to your arrival at the Gardens. Note that any chaperones above the one to ten ratio will be charged \$10 for admission and must be paid as part of school admission using **one form of payment**. *(Please review "School Tour Visit Guidelines" for more information)*

Garden Etiquette for Students

- Unless invited to do so by your guide, please do not touch the plants. Selby Gardens contains many tropical plants, some of which are toxic. Therefore, it's best not to touch plants without proper guidance and expertise.
- Please walk on the sidewalks during your visit. Guides may invite groups to run on the Great Lawn or explore the roots of the banyan trees. Otherwise, please stick to the sidewalks.
- Groups should stay together so that students do not get lost.

Should you have any questions or concerns, please contact me at 941-366-5731, ext. 273 or dferguson@selby.org. We look forward to hosting you in the Gardens!

Sincerely,

Deanna Ferguson

Deanna Ferguson
Manager of School and Family Programs



K-12 SCHOOL TOUR TEACHER GUIDELINES

When you arrive please keep the following in mind:

- Buses drop-off in front of the Welcome Center. This is where **all** groups will load and unload.
- If you have arranged for a guided group tour, this is where your guides will meet you.
- You should have your groups divided prior to arrival (maximum of 15 per group).
- If bringing lunches, please have them contained and designate a chaperone or students to transport them to the Kids' Corner where they can be stored during the tour. We do have rolling carts available to transport lunches if needed. Alternatively, lunches can be stored on the bus until after the tour.
- Please be aware that we neither have an indoor eating location nor do we have picnic tables. We recommend bringing blankets to spread out on the Great Lawn or the lawn near the Mansion. Trash and recycling should be packed out.
- Encourage students to leave all non-essential items on the bus or at school.
- Using the bathroom before leaving school is recommended. If that's not possible, please anticipate this need and work with your guide to find a good time during which to provide a bathroom break to the group.
- If at all possible, feed the students a snack before leaving school or on the bus. Well-nourished students enjoy their experience much more than hungry ones.
- The **Lead Teacher** must check in with the **Lead Guide** to strategize about splitting up the groups and formulate a plan and a timeline for the tour and for identifying a meeting place after the tour.
- Be advised that most tours will run 60 – 75 minutes.
- The **Lead Teacher** must check in with admissions inside the Welcome Center to provide a final head count and **one form of payment** for the entire group.
- Students, chaperones and teachers are expected to put their mobile and other electronic devices away. Please refrain from casual texting or phone calls while on tour.
- Please be sure to go over the *Guidelines for Garden Behavior* with your students prior to the tour. This is crucial to a positive learning experience.
- If you've scheduled a self-guided tour and are separating into smaller groups, please be sure that there is one chaperone for every group of ten students. It is helpful to plan a meeting point for the end of your visit.
- We request that for the safety reasons, self-guided groups are asked not to enter the "Tropical Display House."
- If your students plan to visit the Garden shop, please accompany them. The shop is part of the Garden and chaperones must stay with their groups at all times.
- Of course, have a wonderful time and thanks for your visit!



K-12 SCHOOL TOUR CHAPERONE GUIDELINES

Dear Chaperones:

Welcome to Marie Selby Botanical Gardens. You play an important role in making the students' trip to the Gardens a success. Your role as a chaperone is the same whether you're participating in a guided or self-guided tour. The following guidelines will help ensure that you and the students have a meaningful experience. The Gardens depends on you to carry out these duties. Failure to adequately supervise your students may result in you or your group being asked to leave the Gardens.

Chaperone Responsibilities

- Be responsible for your group. It is crucial that you know which students are in your group so you are able to keep them together. Never leave students unaccompanied in the Gardens. You must stay with them at all times. We request that for the safety reasons, self-guided groups are asked not to enter the "Tropical Display House."
- Help the students learn. This means that when you are on a guided tour and the guide asks the students questions, allow them to answer. Please refrain from answering the questions yourself.
- Be a model for your students' behavior.
- Please remind the group of proper Garden manners and etiquette before beginning the tour. (*See Guidelines for Garden Behavior section below*)

Guidelines for Garden Behavior

- Unless invited to do so by your guide, please do not touch the plants. Selby Gardens contains many tropical plants some of which are toxic. Therefore, it's best not to touch plants without proper guidance and expertise.
- Please walk on the sidewalks during your visit. Guides may invite groups to run on the Great Lawn or explore the roots of the banyan trees. Otherwise, please stick to the sidewalks.
- Groups should stay together so that students do not get lost.
- Students, chaperones and teachers are expected to put their mobile and other electronic devices away. Please refrain from casual texting or phone calls while on tour.

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SCHOOL TOUR BUS DRIVER INFORMATION

Welcome to Marie Selby Botanical Gardens. Thank you for delivering the students safely; we hope that you & the students will enjoy a day surrounded by the beauty of the Gardens. Should you have any questions or concerns, please call me at 941-366-5731, ext. 237. After you park, you are welcome to enjoy the Gardens free of charge.

Directions:

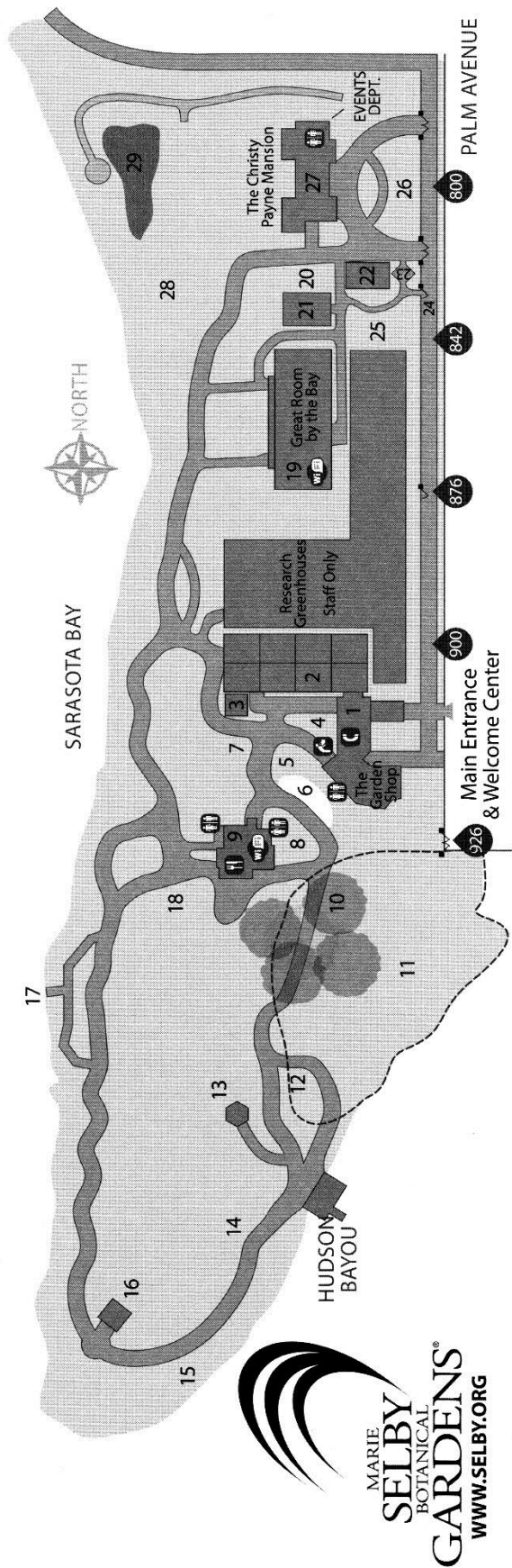
We are located at 811 S. Palm Ave. Sarasota, FL 34236. Directions can be found here: <http://goo.gl/maps/r5KR>

Once you have turned onto South Palm, drive to the end (towards the water of Hudson Bayou). You may unload the children in front of the welcome center. Then, turn left into the south parking lot where there are two bus parking spots. If these are taken, I suggest parking in the nearby shell lot or along S. Palm Ave.

If the school has arranged for a guided tour, they will be met by guides in front of the welcome center. This is the ONLY spot for dropping off and picking up students. Please coordinate with teacher(s) regarding lunches.

Accredited by the American Alliance of Museums

811 South Palm Avenue ■ Sarasota, FL 34236 ■ (941) 366-5731 ■ Fax (941) 366-9807 ■ www.selby.org



1 Welcome Center (main entrance and exit)
The Garden Shop
 Offers plants, books, and home decor.

Cooley Theater
 Begin your visit by viewing a brief orientation video.

2 Conservatory
 A lush rainforest habitat brimming with orchids, bromeliads, and other epiphytes.

3 Sho Fu Bonsai Exhibit & Conservatory Patio
 Provided by the Sarasota Sho Fu Bonsai Society.

4 Cycad Display
 These cycads are from tropical Asia, Mexico and Central America.

5 Epiphyte Garden Oak Grove
 Look up here, as well as throughout the Gardens, to see epiphytes growing on our native oaks.

6 Koi Pond

7 Fern Garden

8 Bamboo Garden/Pender Path
 Explore a bamboo grove.

9 Historic Selby House
 A Mediterranean Revival-style home built by William and Marie Selby.

Selby House Café
 Provided by Local Coffee & Tea, serving salads, sandwiches, soups, cookies, ice cream, coffee, tea, beer and wine. Daily 10-4.

Kid's Corner
 Activities room with a focus on children.

10 Banyan Grove
 These large fig trees were planted by the Selbys in the 1930s.

11 Coming soon Ann Goldstein Children's Rainforest Garden
 Opening Fall 2013

12 Hibiscus Garden

A showy collection of tropical Hibiscus (rosasinsensis) cultivars.

13 Gazebo

14 Succulent Garden
 This garden is a collection of rarely displayed dry-growing bromeliads.

15 Wildflower Garden

A colorful mix of native and exotic wildflowers.

16 Schimmel Wedding Lawn and Pavilion
 Enjoy views of Sarasota Bay from a popular nuptial site.

17 Mangroves and Baywalk

These salt-tolerant trees are a critical part of the marine ecosystem.

18 Palm Grove

A variety of palm forms can be found here.

19 Great Room by the Bay
 Meeting, reception, and classroom space for special events.

20 Bromeliad Garden

This garden displays a diversity of epiphytic and terrestrial members of the pineapple family.

21 Green Roof Demonstration

This garden demonstrates how a green roof is good for both the environment and the eye.

22 Carriage House

Daily tea tasting by Local Coffee & Tea. Loose leaf teas and tea accessories, samples at no charge. Closes at 4:30 p.m.

23 Fragrance Garden

Here you will find plants used to create perfumes and flavor our food.

24 Emergency Exit

25 Tropical Fruit Garden

This outdoor garden provides both larval and adult food sources for our native butterflies.

27 The Christy Payne Mansion

Home of the Museum of Botany and the Arts. Botanical and conservation-related art exhibitions daily. Closes at 4:30 p.m.

28 The Wedding Oak

This stately oak draped with epiphytes and offering a bayfront view provides a perfect backdrop for your special day.

29 Tidal Lagoon

Observe interesting Florida native plants in several distinct habitats, including a tidal marsh, upland hammock, mangrove forest, and shell mound.

Benefits of Membership: Free admission to the Gardens; discounts for classes and purchases in The Garden Shop; subscription to Selby Gardens' Tropical Dispatch magazine, and free admission to more than 200 reciprocal gardens in the U.S. and Canada. To join, visit the membership desk in the Welcome Center, or call 941-366-5731, ext. 231.

Volunteer: Opportunities abound in the areas of research, horticulture, administration, shops and special events. For information about joining our dedicated group of volunteers, call, 941-366-5731, ext.227.

Facilities Rentals: For weddings, luncheons, business meetings and special events. Email: events@selby.org or call 941-366-5731, ext. 230.

GARDEN ETIQUETTE:

- Selby Garden is a **smoke-free** facility.
- The use of tripods is prohibited in the Conservatory.
- In case of lightning, please proceed to the nearest building.
- The outdoor gardens are watered with reclaimed water. Please do not drink.

We welcome your feedback, contact
ceo@selby.org

Selby Gardens programs are sponsored in part by the State of Florida, Department of State, Division of Cultural Affairs, and the Florida Council on Arts and Culture, and paid for in part by Sarasota County Tourist Development Tax revenue.

