

Dear Educators:

We look forward to hosting you in The Gardens! We hope your group will enjoy a meaningful learning experience, and a day surrounded by the beauty of The Gardens. Please review this information with your students and chaperones, and make copies for chaperones and drivers as needed. With your help, we can protect The Gardens, and provide a pleasant experience to all visitors.

Get Ready For Your Visit

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

Teachers accompanying the group are free; we allow free admission for up to 1 chaperone per 10 students. **Our minimum requirement is 1 adult (teacher or chaperone) per 10 students.** Chaperones beyond the 1:10 ratio will pay \$10 for admission, which must be paid as part of the whole group's admission using **one form of payment on the day of your visit.** Final counts for number of students and chaperones are due 2 days before your visit.

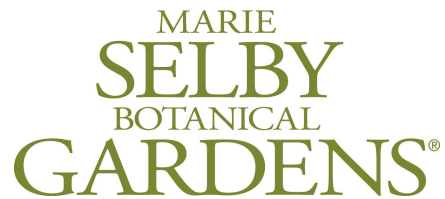
You are welcome to bring bag lunches to enjoy on-site. We have seven picnic tables (including ADA accessible tables) overlooking the bayou, adjacent to the bus parking area. Otherwise, you'll want to bring blankets to picnic on the Great Lawn. Lunch trash and recycling must be packed out. Please note that refrigeration is not available, nor do we have indoor space for eating lunch.

Tours take place rain or shine; please dress for the outdoors. If severe weather makes a visit to The Gardens unsafe, we will make every effort to reschedule your trip.

Change of plans? Other questions or concerns? Please contact me as soon as possible at tcalla@selby.org, or 941-366-5731 ext 273 (Tuesday-Saturday).

Sunny Regards,

Tracy Calla
Manager of School and Family Programs



SCHOOL TOURS: TEACHER/COORDINATOR INFORMATION

Make the Most of Your Visit!

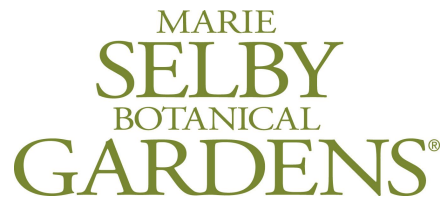
- Using the restroom before arriving at The Gardens is recommended. If that's not possible, please anticipate this need and work with your guide(s) to find a good time to provide a restroom break for the group.
- If possible, provide a snack before leaving school or on the bus. Well-nourished students enjoy their experience much more than hungry ones.
- Please encourage students to leave all non-essential items at home, at school, or on the bus.
- Teachers and chaperones are responsible for the behavior and safety of their students. Please be sure to go over **Garden Etiquette** (see *Teacher/Chaperone Guidelines* below) with your students prior to arrival. This is crucial to ensure a positive experience for all.

When You Arrive

- School groups/buses load and unload in front of the Welcome Center. This is also where Selby staff or tour guides will meet your group. (See *Bus Driver Information* below for more detail)
- The Lead Teacher or group coordinator should check in with Admissions inside the Welcome Center with a final head count of both students and adults, and provide **one form of payment** for the entire group.
- If you will be having lunch on-site, we have a limited number of rolling carts available to transport lunches to climate-controlled storage space, if requested. Selby staff or guides will designate chaperones/students to transport them to the Kids' Corner where they will be stored during the tour. Alternatively, lunches can be stored on the bus until after the tour.
- Due to space limitations and safety considerations, self-guided groups may not enter the Tropical Conservatory or the Payne Mansion.

Special Notes for Guided Tours

- Most tours will run 60 – 90 minutes. If you arrive late, the tour may be shortened as the tour guides have fixed schedules and may not be able to extend the tour.
- Please have your class(es) divided into smaller groups prior to arrival--maximum of 15 students per group.
- The *Lead Teacher* should check in with the *Lead Guide* to review the plan and a timeline for the tour, and to identify a meeting place after the tour. You are welcome to stay and self-guide after the guided portion of your visit.



SCHOOL TOURS: TEACHER/CHAPERONE GUIDELINES

Dear Chaperones:

Welcome to Marie Selby Botanical Gardens! As a school tour chaperone, you play an essential role in making the students' trip to The Gardens a success -- whether you're participating in a guided or self-guided tour. The following guidelines will help ensure a meaningful experience for you and your students, as well as the continued protection of our world-class plant collections. The Gardens depends on you!

Chaperone Responsibilities

- Remember that your interest and body language will set the tone for student engagement and behavior.
- Please avoid unnecessary cell phone use.
- Help the students learn! On a guided tour, when the guide asks the students questions, allow them to answer. Please refrain from answering the questions yourself.
- Students should be accompanied at all times by an adult while in The Gardens. It is crucial that you know which students are in your group so you are able to keep them together.
- Due to space limitations and safety considerations, self-guided groups may not enter the Tropical Conservatory or the Payne Mansion.
- Please remind the group of proper Garden behavior and manners before beginning your tour.
- Teachers and chaperones are responsible for the behavior and safety of their students. Disruptive or destructive students or chaperones may be asked to leave The Gardens..

Garden Etiquette

- Unless invited to do so by your guide, please do not touch the plants. Selby Gardens contains many exotic tropical plants, some of which are toxic or spiny, and others that may be injured by touch. 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 electronic devices away. Please refrain from texting or phone calls while on tour.
- If your students plan to visit the Garden Shop or the Cafe, please accompany them. The Shop and Cafe are part of the Garden and chaperones must stay with their groups at all times.

Enjoy your Gardens exploration! Thank you for visiting!

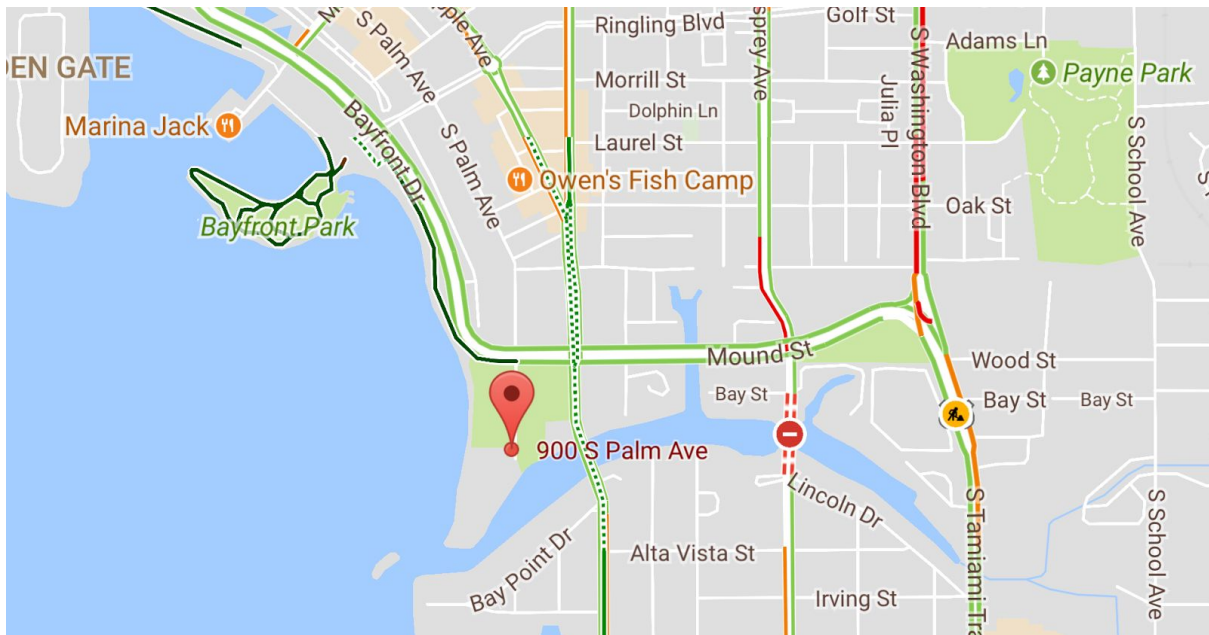
MARIE SELBY BOTANICAL GARDENS®

SCHOOL TOURS: 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

Directions:

Our Welcome Center is located at 900 S. Palm Ave. Sarasota, FL 34236. This is the location to drop off and pick up students, unless other arrangements have been made with Selby staff. Selby staff or volunteer docents will meet the group here.



Turn south onto South Palm, and drive all the way to the end of the street. The Welcome Center is the building with the green awning on the West (right-hand) side of the street.

Once you are unloaded, turn left into the southernmost parking lot where there are two bus parking spots. If these are taken, you may parallel park along the **West** side of S. Palm Ave. You may also find parking in the shell lot at the north end of Palm Ave. (across from the mansion). Please do not park across spaces or in the travel lanes of the parking lots. After you park, you are welcome to enjoy The Gardens free of charge.

Please exchange phone numbers and coordinate with the teacher(s) regarding lunches or other items being stored on the bus, and meeting time/place after the tour. There is a picnic area next to the bus parking area.

Should you have any questions or concerns while you are here, please alert the Welcome Center staff. They will contact other staff persons or departments as needed.