



# Norman Bird Sanctuary

## Pre-Trip Checklist & Directions (Field Trip Programs)

Thank you for scheduling a field trip to the Norman Bird Sanctuary! In order for your program to be as successful and enjoyable as possible for all participants, we ask that you review these important guidelines:

- ❑ **Please verify and return your confirmation letter** and schedule your bus early. If you will be driving cars, please carpool when possible.
- ❑ **Copy and send home permission forms to all students, teachers, and chaperones.** These are included in your packet or may be downloaded from the NBS website. Please remember to indicate the date of the trip and the selected programs on each form. Forms should be collected from all participants and turned in to NBS on the day of your trip.
- ❑ Let us know if any of the participants have **special needs**, including English as a second language. With advance notice, we can also accommodate limited mobility needs (we have an all-terrain wheelchair). Please also let us know of any severe allergies (i.e., peanut) or medical conditions ahead of time.
- ❑ Please bring **one or two chaperones** per field group. We will be hiking in separate groups on the trail and it is helpful if each group has a chaperone. Please ask chaperones to help enforce rules and supervise students on the trails.
- ❑ **Divide students into field groups ahead of time.** Refer to your contract for the number of field groups.
- ❑ **Remind your students to dress appropriately!** Students will be outside for much of their visit. They should dress in layers and wear hats and gloves when it is cold, and bring a rain jacket if it is rainy. They will be hiking on rocky trails so sturdy shoes are a must -- **No sandals or heels!** If your students are participating in a pond or seashore program, extra socks and shoes to put on after the hike are a good idea.
- ❑ We like to call students by their first names, so please have your class wear **nametags**.
- ❑ **Remind your students of the rules!** The Sanctuary is a wildlife refuge. It is important to remember that littering, collecting or harassing animals, and the picking of plants is not allowed. Furthermore, students will see more living creatures if they are quiet and observant. This program will be active and fun, but it is also designed to be educational, so listening and participating in discussions is very important.
- ❑ **Be prepared for mosquitoes and ticks!** Apply pump sprays or lotions before we gather for the program (no aerosols, please). We also recommend spraying shoes with Permethrin, which helps to repel ticks. Long, light colored socks and long pants make it easier to spot crawling critters. Students with long hair may want to tie it back. We will stay out of tall grass and brush where ticks like to live, and we will also do frequent tick checks. For more information, please visit our website.

- ❑ If you have scheduled an animals program, we will usually allow students to touch the education animals responsibly as part of the lesson. We provide hand sanitizer and/or hand washing stations for students to use. Please notify us ahead of time if you do not want students to touch the animals.
- ❑ **If you will be having lunch at the Sanctuary**, please bring your own trash bags and carry your trash back to school. We ask that you recycle when possible. Compost bins and recycling containers will be provided for students to use. Public restrooms are available.
- ❑ **The Barn Owl Shop.** We do have a small gift shop, but we would prefer that students spend their time outside rather than shopping. If time permits after the walk, the shop will be open for a short visit. Please let us know ahead of time if you would like to have your students visit the gift shop.
- ❑ Please review the **payment and cancellation policies** in your contract. If you will need a separate invoice for your business office, please let us know prior to your visit.
- ❑ If you are running late on the morning of your trip or have concerns about the weather, please call the NBS education cell phone at **(401) 248-4074**. Please note that the program cannot be extended to make up for late arrivals.
- ❑ Help us to make our program even better – complete our **pre- and post-visit evaluation forms**. These are available on our website, [www.NormanBirdSanctuary.org](http://www.NormanBirdSanctuary.org) (visit the School Programs main page).
- ❑ **Thank you** for your interest and cooperation! If you have any questions, please contact the Director of Education at **(401) 846-2577 x15**, or via e-mail, at **education@normanbirdsanctuary.org**.

### **Directions to the Norman Bird Sanctuary**

#### From Points North:

1. Take 128S/93S to 24S.
2. Follow 24S to Exit 1 (Newport Beaches), bear **Right** off the exit and follow 138S through Portsmouth (about 7 miles).
3. After RI Nurseries on right, take a **Left** onto 138A (Aquidneck Ave.) at the second set of lights. Fleet Bank is on the right hand side.
4. Follow to first light (7-Eleven on right) and turn **Left** onto Green End Avenue.
5. Follow to four-way stop and turn **Right** onto Third Beach Road.
6. NBS entrance is .75 miles on the **Right**.

#### From Newport Bridge (138E):

1. Once over the bridge, follow the signs to Fall River and Cape Cod.
2. Take a **Left** at the end of the ramp that faces the Newport Grand and proceed about 3 miles through 4 stop lights. (At the fourth stop light, there is a 7-Eleven). Continue **Straight** through light.
3. At the four-way stop sign, take a **Right** onto Third Beach Rd.
4. NBS entrance is .75 miles on the **Right**.