

PLEASE RETAIN A COPY OF THESE GUIDELINES FOR YOUR INFORMATION AND RECORDS

Dear Click here to enter text., thank you for choosing to join us for the Eastern Municipal Water District (EMWD) Wastewater and Wetlands tour, located at **770 N. Sanderson Avenue, San Jacinto, CA**, which has been scheduled for:

Date: Insert Text here.

From: 9 a.m.-12:30 p.m.

It is essential that you carefully read and understand the following guidelines and initial the yellow highlighted areas. Once you have read the guidelines completely, please add your name and other information to the form at the end of this document. By signing this document, you are agreeing to the terms of the field trip.

This field trip is not appropriate for children under the age of eight. It is in alignment with the Next Generation Science and Common Core Standards.

The EMWD Wetlands Tour consists of:

- Tour of wastewater treatment facility.
- Visit to multipurpose constructed wetlands, including bird watching activity.
- Non-point source pollution and groundwater demonstration in Wetlands Water Education Facility (WWEF).
- Free-time for students to explore WWEF (experiments, augmented reality sandbox, water filtration, bug evidence, animal evidence, water conservation activities, etc...).

Tours arriving more than 1/2 hour late will be turned away.

ESSENTIAL RULES and REQUIREMENTS:

1. **Maximum** number of students per class is **35**.
2. Safety is our number one priority. If students do not follow all rules, the entire class will be sent back to their school. **_____ (initial)**
3. 30 minutes is allotted for lunch break. If you elect to return to the school for lunch, a 15 minute snack break will be allotted. You must provide your own sack lunches/snacks and beverages for each person attending. No food or beverages are not provided by EMWD. **_____ (initial)**
4. EMWD Public Affairs Officer and Education Assistant are not responsible for discipline. **_____ (initial)**
5. Teacher responsible for escorting student(s) for emergency restroom break during tour. **_____ (initial)**
6. Teacher will organize students into three equal groups (A, B, C) and make name badges for the students. Students must wear name badges with their group letter (A, B, C) listed on the badge in the upper right hand corner. **_____ (initial)**
7. **We require FOUR chaperones on each field trip. (TEACHER IS NOT CONSIDERED A CHAPERONE). If you arrive without the appropriate number of chaperones (FOUR), your tour WILL be cancelled and you will be responsible for the transportation costs. _____ (initial)**
8. **This is a working tour for chaperones and they may not bring other children with them. _____ (initial)**

9. Each person (students, teachers, chaperones) participating in this tour must wear weather-appropriate comfortable clothes and **sturdy walking shoes**. **Dressing in layers is suggested. NO SHORTS ALLOWED.** [redacted] (initial)
10. **ABSOLUTELY NO SANDALS, HIGH HEELS, OR OPEN-TOE SHOES**. Anyone (**adults included**) wearing sandals, high heels, or open-toe shoes will be required to remain on the bus for the duration of this field trip. **Teachers responsible for notifying chaperones about footwear and dress-code policy.** [redacted] (initial)
11. Your group is subject to an emergency chlorine evacuation drill. [redacted] (initial)
12. All cell phones must be turned off or placed in silent-mode. [redacted] (initial)

This is a non-smoking tour.

IMPORTANT INFORMATION:

13. Buses are required to enter through the south main entrance gate located at the **770 North Sanderson Avenue, San Jacinto**. Upon arriving, EMWD staff member will remotely open the electronic gate. The bus will enter the facility and the driver will follow the hand signal directions of the EMWD staff member and park where directed. The group will remain on the bus. An EMWD staff member will board the bus and provide instructions to students, parents, and chaperones. The group will be directed to step off of the bus for a walking tour. Bus is to remain on premises the entire time so that transportation is available as we move to other phases of the field trip throughout the property. [redacted] (initial)
14. After the walking tour, students, chaperones, and the teacher will board the bus and the bus driver will follow the education vehicle to the wetlands area for bird watching and then on to the education facility for activities. [redacted] (initial)
15. EMWD pays for the bus (**up to \$500.00 per class**). [redacted] (initial)
16. **Teacher is responsible for reserving the bus.** [redacted] (initial)

Once EMWD has provided the tour to your students, please email the invoice (**invoices must be billed directly to EMWD**) to:

Ailene Earl
earla@emwd.org

17. **Invoices received more than three months after the scheduled tour date will be returned unpaid. Field trips taken in March and April need to submit invoices prior to June 30, 2019, or they will be returned unpaid.** [redacted] (initial)

In the event of inclement weather, the tour will be canceled and alternate activities will be offered at the school site.

I agree to the terms and conditions as outlined above.

Teacher Name (printed): Click here to enter text. **School:** Click here to enter text.

Signature: _____

Cell phone #: _____ **Email:** Click here to enter text. **Date signed:** _____

