



# DEAR EDUCATOR,

## Welcome to the National Aquarium!

The National Aquarium is a nonprofit organization whose mission is to inspire conservation of the world's aquatic treasures.

Education Department  
501 East Pratt Street  
Baltimore, Maryland 21202

[aqua.org/learn](http://aqua.org/learn)

We are so excited that you've chosen us for your school's field trip. This packet will help you plan your visit. Please share this information with all teachers and chaperones attending the field trip. Download another copy of this packet at [aqua.org/fieldtrips](http://aqua.org/fieldtrips) under Step 4.

### 4-D IMMERSION THEATER

The National Aquarium's 4-D Immersion Theater combines the visual drama of a 3-D film with a variety of sensory effects. Visit [aqua.org/4d](http://aqua.org/4d) for movie listings and more information.

### BOX LUNCH INFORMATION

Ordering box lunches is a convenient way to provide lunch for your group. Download the menu at [aqua.org/fieldtrips](http://aqua.org/fieldtrips) under Step 4. Outside lunches may not be brought into the Aquarium.

### CLASSROOM ACTIVITIES AND SCAVENGER HUNTS ONLINE

The National Aquarium has online resources that will help you make the most of your visit and bring more marine science into your classroom. Teacher booklets, fact sheets and more are available at [aqua.org/learningtools](http://aqua.org/learningtools).

### SCHOOL PROGRAM *(optional)*

The National Aquarium offers a variety of on-site programs that can greatly enrich your visit. These programs can be added at an additional cost. For a list of programs, please visit [aqua.org/fieldtrips](http://aqua.org/fieldtrips) under Step 1. In addition, most of the school programs have an accompanying teacher booklet with information and activities. These can be downloaded at [aqua.org/learningtools](http://aqua.org/learningtools). Please arrive at least 15 minutes before your program time.

### DAILY PRESENTATIONS

Get your students engaged through feedings, animal encounters and live presentations! To see the day's schedule of events, check the "Today at the Aquarium" digital message boards upon entering the Aquarium. Visit [aqua.org](http://aqua.org) and click "Visit Us" to customize your experience.

### NATIONAL AQUARIUM APP

The National Aquarium's official app offers the ultimate guide to Baltimore's No. 1 attraction. With fun facts, visitor tips, event information, guide maps and more, you're guaranteed to have the best Aquarium experience possible. Visit [aqua.org/app](http://aqua.org/app) to learn more.

**Thank you for choosing the National Aquarium.**

# Policies and Procedures

In order to get the most out of your visit to the National Aquarium, please review the following policies and procedures.

## RESERVATIONS

School groups wishing to visit must make a reservation in advance by contacting the Central Reservations office at 410-576-3833 or [reserve@aquarium.org](mailto:reserve@aquarium.org). After the reservation is made, you'll receive a confirmation that must be signed and returned—with a \$75 deposit, if applicable.

## DIRECTIONS AND PARKING

Please plan to arrive early to ensure that you are on time for your entry. Visit [aquarium.org/parking](http://aquarium.org/parking) for detailed directions and information about parking. Buses may unload at the circle in front of the Aquarium. Visit [baltimore.org](http://baltimore.org) for additional parking information.

## CHECK-IN INFORMATION

Please arrive 15 minutes before your scheduled entry time to keep your group on schedule and to have enough time to tour the building. To expedite the check-in process, please know the count of all students and adults in your group before you reach the will-call window.

If you are going to be late, please call the Admissions Department at 410-659-4278 (available seven days a week, 9 am to 4:30 pm) before your entry time. If you have reserved a school program and are 15 minutes late for your scheduled education program, the program will be canceled.

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# Chaperone Information

Thank you for being a chaperone to the National Aquarium.

As a chaperone, you play an important part in making this trip an educational success and a safe, memorable experience for the students. Please see below for tips on being a successful chaperone.

## **YOU ARE RESPONSIBLE FOR YOUR GROUP'S BEHAVIOR**

1. Chaperones must stay with their students at all times, with their chaperone stickers on and visible to aquarium staff.
2. Chaperones are responsible for student behavior in all areas of the National Aquarium, including the gift shop.
3. Outside food cannot be eaten inside of the Aquarium.
4. There is no free coat check or lockers to store lunches or other large items. A coat check and a few small lockers are available for a fee.
5. If you and your students must leave the building and plan to re-enter, chaperones must get their hands stamped at any of the exits prior to leaving. Students will not be allowed to re-enter the Aquarium without a chaperone.
6. Be sure you know where and when to meet the rest of your school at the end of your visit.
7. In case of emergencies, lost students or medical situations, be sure you know how to contact your group leader and your group leader knows how to contact you.
8. For the safety of our animals, drinks, food, gum and balloons are not allowed in the Aquarium. You can purchase food and drinks in the Aquarium eateries. Food and drinks must be consumed before entering the galleries.
9. Respect other guests at the Aquarium by prohibiting running or shouting anywhere in the building.
10. Undisciplined or unchaperoned groups will be asked to leave the Aquarium.

# You Help Students Learn

## **ASSIST STUDENTS WITH ASSIGNED PROJECTS**

Ask the teacher about the educational goals for the trip. Find out if students have a scavenger hunt, special project or worksheet to complete. Ask if the teacher has information that will allow you to help the students complete their task.

## **USE THE NATIONAL AQUARIUM APP**

Download the National Aquarium app and use it with your students. The app contains animal information, videos, fun facts, 4-D showtimes and maps.

## **SPEAK TO THE TRAINED EXHIBIT GUIDES**

Look for Aquarium staff wearing uniforms. They are happy to answer questions or assist in any way.

## **ATTEND AN ANIMAL DEMONSTRATION**

Refer to the "Today at the Aquarium" digital message boards throughout the Aquarium or use the National Aquarium app to find scheduled animal demonstrations. Staff give informative talks during these sessions, and students can ask questions following the program.

## Chaperone Ratio

Schools are allowed to bring chaperones for free based on the following ratio. Additional chaperones will be charged a fee. If your number of students changes, this WILL affect your number of free chaperones.

Grades	Number of Adults Free	Number of Adults Required
Pre-K and K	1 adult per 5 students	1 adult per 5 students
1-5	1 adult per 6 students	1 adult per 10 students
6-8	1 adult per 8 students	1 adult per 10 students
9-12	1 adult per 10 students	1 adult per 10 students
Special Ed	1 adult per student	1 adult per 10 students

### OUTSIDE FOOD IS NOT PERMITTED IN THE NATIONAL AQUARIUM

Please arrange with your bus driver to store lunches on the bus or to eat before you enter the building. There are picnic tables, benches and grassy areas for your group to eat outside. In case of inclement weather, please have a backup plan, as there is no space inside the building for groups to eat food brought in from outside the Aquarium. Schools may also wish to reserve box lunches. Information on box lunches can be found at [aqua.org/fieldtrips](http://aqua.org/fieldtrips) under Step 4.

### STORAGE OF PERSONAL ITEMS

The National Aquarium has a coat check, as well as a small number of lockers, available for a fee. There is no space available to store large items like coolers. Large items should remain in the car or bus.

