



# Friends' Guided School Program

## Pre-Visit Checklist



Department of  
Environmental  
Conservation

- \_\_\_\_ **PRE-VISIT MATERIALS:** Download and use detailed preparatory lesson plans and chaperone guidelines found on Friends of Five Rivers' website. ([www.FriendsofFiveRivers.org](http://www.FriendsofFiveRivers.org)).
- \_\_\_\_ **NAME TAGS:** *Make student and chaperone name tags. Name tags are mandatory for all visitors.*
- \_\_\_\_ **STUDENT GROUPS:** Create groups of up to 15 students maximum with 2 chaperones minimum.
- \_\_\_\_ **MEDICATIONS:** Work with school nurse to prepare and divide student medication. Medications must be carried by an adult in the child's group. Adult must know how to administer medication(s).
- \_\_\_\_ **SPECIAL NEEDS:** Notify Friends of Five Rivers of any special needs your students may have, including but not limited to mobility issues and allergies (especially nut allergies).
- \_\_\_\_ **CLOTHING:** Dress for the weather. Classes are held outside unless it starts to thunder/lightning.
- \_\_\_\_ **CHAPERONES:** Inform chaperones of their responsibilities, including student discipline. Ask chaperones to turn off their cell phones or put them on vibrate for the duration of the lesson.
- \_\_\_\_ **SNACKS:** Bring a snack if the students will miss a regularly scheduled snack or lunch time. Let the GSP Coordinator know you need a snack break and one will be planned for you.
- \_\_\_\_ **VISITOR GUIDELINES:** Discuss these points with students and chaperones prior to your visit.
- 🌿 Five Rivers is a nature sanctuary. We will respect all parts of the environment during your visit, especially when examining and handling plants and wildlife. Leave no trace of your visit.
  - 🌿 Smoking and littering are strictly prohibited.
  - 🌿 Use caution when crossing the parking lot or nearby roads.
  - 🌿 Enjoy the natural setting of Five Rivers keeping in mind that others are here doing the same.
- CHECK-IN:** Arrive promptly at your scheduled check-in time. Enter through the BUS ENTRANCE. The Director of Programs, Nancy Conway, will greet you at the roundabout.

### AFTER THE LESSON:

- 🌿 All groups are welcome to visit our hands-on exhibits and bird watching area in the Visitor Center!
- 🌿 Stay and have lunch outside. **We are a carry in/carry out facility.** Bring lunch and a drink, as well as a garbage bag. Collect your trash in the garbage bag and take it back to school with you.
- 🌿 During inclement weather, your group may use our indoor area to eat **if** it is available.

### LOCATION:

**Five Rivers Environmental Education Center**  
56 Game Farm Road, Delmar, New York 12054  
**Phone:** (518) 475-0291    **FAX:** (518) 475-0293

**Guided School Program (GSP) Email:** [gsp5rivers@outlook.com](mailto:gsp5rivers@outlook.com)



*Friends of Five Rivers – Supporting Environmental Education*

*56 Game Farm Road, Delmar, NY 12054 · Phone: 518-475-0295 · [www.FriendsofFiveRivers.org](http://www.FriendsofFiveRivers.org)*

*Friends is a not-for-profit charitable organization 501c3. · EIN: 23-7309978 · Contributions are tax deductible in accordance with federal and state laws.*