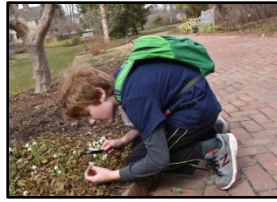


# School Visit Guide

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Thank you for registering for a field trip at Tower Hill Botanic Garden. During this guided program your students will learn about plants, animals, ecosystems and more. From gardens to trails, there is so much to discover in our outdoor classroom! Please read the following information to prepare for your visit.

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## Registration

Guided programs at Tower Hill Botanic Garden are available by advance registration only. We recommend that you book your programs at least one month in advance. Field trips are not offered during the months of December and January. All trips are *90 minutes in length* and are offered between 9 and 10:30am or 11 and 12:30pm. To register please contact the Youth Education Manager at 508.869.6111 or [youtheducation@towerhillbg.org](mailto:youtheducation@towerhillbg.org).

## Payment

School programs are \$11 per student unless otherwise noted. A maximum of one chaperone for every 5 students is admitted free of charge. Additional chaperones pay the group rate of \$14.40. Payment may be made in advance or on the day of the program. You may pay by credit card by calling 508.869.6111 ext. 124 or by mailing a check to:

Tower Hill Botanic Garden  
11 French Drive  
P.O. Box 598  
Boylston, MA 01505

## Changes & Cancellations

Please contact us, as soon as possible if you would like to postpone, reschedule or cancel your program. A full refund will be made if the cancellation is requested at least two weeks in advance. Cancellations less than two weeks before the program date will forfeit the program fee (exceptions will be made if the cancellation is mutually agreed upon and due to

inclement weather). If you make a scheduling change we will attempt to reschedule your visit within the year.

## Before Arrival

We recommend that you complete the pre-visit activity for your selected program before your visit. These activities can be found on our website and are designed to enhance the hands-on learning your students will participate in during their visit. Please have students wear nametags and divide your classes into smaller groups of *no more than 15 students* with at least one chaperone per 10 students. Be sure to review our garden etiquette policy prior to arrival.

## Upon Arrival

Please plan to arrive 15 minutes early to unload your bus and use the restrooms. Your program will begin at its scheduled time. If your bus is delayed please call 508.869.6111 ext. 132. If you are more than 20 minutes late, we cannot guarantee a full program. Buses should pull up to the bottom of the steps in front of our visitor center. Please gather the students by the large tree to the right of the Education Center door. A Teacher Naturalist will be there to greet your group. Buses should park in the far area of the parking lot during the program. Be sure to confirm your bus reservation and times in advance.

**TOWER HILL**  
**BOTANIC GARDEN**

## Accessibility

The formal gardens and education center are wheelchair accessible. The garden's trails are made of natural materials; the terrain is uneven and steep in certain areas. If you have students in your group with mobility issues, we encourage you to make note on your reservation form.

## Lunch

Groups are welcome to arrive early or stay later and participate in self guided activities or have lunch. Picnicking is allowed in any of the mowed lawn areas. We ask that you please bring trash bags and dispose of your trash offsite.

## Inclement Weather

Programs are held rain or shine and take place primarily outdoors, please have students dress appropriately. In case of severe weather, all programs can be adapted for an indoor lab experience. We follow the Boylston school schedule. If there is a cancellation due to snow we will work with you to reschedule your visit within the school year.

## Garden Shop

If your group plans to visit the Gift Shop, please do so in small groups accompanied by an adult.

## Directions

**From Boston or East:** Massachusetts Turnpike to Exit 11A for Route 495, route 495N to exit 25B for Route 290W. Follow toward Worcester. Take Exit 24, Church Street, Northborough/Boylston. Follow to Boylston, 3 miles. Entrance to Tower Hill is on right.

**From Worcester:** Route 290E to Exit 24, Church Street, Northborough/Boylston. Follow to Boylston, 3 miles. Entrance to Tower Hill is on right.

**From Leominster area:** Route 190S to Exit 5, Route 140S towards West Boylston. Turn left onto Route 70N. Continue through Boylston center. Turn right onto French Drive at flashing yellow light. Entrance to Tower Hill is on left, less than 0.1 mile.

**We look forward to welcoming your students to Tower Hill Botanic Garden!**

## FAQs

### How many students can I bring?

To ensure the best possible experience we limit group size to 60 students. We provide one Teacher Naturalist for every 10 to 15 students. If your group is larger than 60 students please contact the Youth Education Manager at [youtheducation@towerhillbg.org](mailto:youtheducation@towerhillbg.org) or 508.869.6111 ext. 132 to schedule multiple visits.

### Is there a place to have lunch?

Picnicking is permitted in any of the mowed lawn areas. We ask that you please bring trash bags and dispose of your trash offsite. Indoor space is limited and must be reserved in advance.

### Do I need to register for a self-guided tour?

All school group visits require a registration. Please call us at 508.869.6111 ext. 132 to let us know your group will be visiting and to get more information on admission. Self-guided activities are available at our information desk or can be downloaded in advance from our website.

### Who leads the programs?

Our programs are led by trained and experienced Teacher Naturalists. Our instructors will guide your students in hands-on field investigations of Tower Hill's plant and animal life, diverse habitats, and history.

### How should students dress?

Programs are held rain or shine. We recommend closed-toed slip resistant shoes or boots in rain or snow. Please bring insect and tick repellent. The group should also bring water, hats, sunscreen, or raincoats depending on the weather. Name tags are recommended and help our Teacher Naturalists interact with and get to know your students.

### How can you accommodate my special needs class?

Our Teacher Naturalists are experienced in working with students of all backgrounds and abilities and our programs can be modified to suit the needs of each group. Please make note on your reservation form to tell us more about your group and how we are able to accommodate your students.

# TOWER HILL

## BOTANIC GARDEN



## TEACHER GUIDE

Thank you for choosing Tower Hill Botanic Garden for your field trip visit. In order to take advantage of all the garden has to offer, please take the time to familiarize yourself with the garden and our policies. We are a living plant museum and we thank you in advance for helping to protect our collection both inside our Conservatories and in our outdoor gardens. Please visit our website or call 508.869.6111 to speak to the Manager of Youth Education if you have additional questions. Educators are welcome to tour the gardens and grounds before your scheduled program. Show your MTA card at the gate and receive free General Admission!

### PRE-VISIT ACTIVITIES

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We recommend you download our pre-visit activity guides for your scheduled program. These can be found on our Teacher Resources page and are designed to enhance your visit and support the classroom integration of the concepts addressed during the program.

### GARDEN ETIQUETTE

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- Please stay on the paths or lawns and leave trees, plants, flowers, and wildlife undisturbed so that others may enjoy them too.
- Enjoy your lunch on any of our mowed lawn areas, being sure to keep paths clear for other visitors.
- Please carry out what you carry in, including trash.
- Shirt and shoes are required at all times.
- Please respect the tranquility of other guests and remember the garden is a shared space.
- Recreational equipment (frisbees, balls, etc.) should be left at home or school.

### CHAPERONE PACKETS

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For your convenience, a suggested Chaperone guide is included on the reverse side. Remember to include a garden map and the group schedule with times and meeting locations for lunch, garden shop visits, and more.

### Field Trip Checklist

#### Before Arrival:

- Download the pre-visit activity guide for your selected program.
- Split students into smaller groups of no more than 15 students. Assign 1 chaperone for every 10 students.
- Create nametags for students and chaperones.
- Review your schedule and go over expectations with students and chaperones.
- Distribute maps, chaperone guides, schedules, etc. and designate a meeting location before leaving the bus.

#### Upon Arrival:

- Unload the bus and meet Tower Hill Education staff at the stairs in front of the Stoddard Education Center.
- Park busses at the far end of the parking lot for the duration of the program.
- Present your confirmation letter with the final count and payment to the Information Desk located in the Stoddard Education Center.

# TOWER HILL

## BOTANIC GARDEN



### CHAPERONE GUIDE

You don't need any special knowledge to be a chaperone – just a willingness to participate and actively take part in student learning. Please review the following guidelines and get ready for a day of fun and adventure!

#### GARDEN EXPECTATIONS

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- Stay with your group at all times. If a student gets separated from your group, report to the Information Desk at the Stoddard Education Center.
- Please stay on the paths or lawns and leave trees, plants, flowers, and wildlife undisturbed so that others may enjoy them too.
- Enjoy your lunch on any of our mowed lawn areas, ensuring paths are kept clear for other visitors.
- Please carry out what you carry in, including trash.
- Please respect the tranquility of other guests and remember the garden is a shared space.

#### CHAPERONE RESPONSIBILITIES

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- Know the students in your group by name and keep your group together and within view at all times.
- Help students follow garden etiquette and maintain group safety both indoors and out.
- Encourage students to participate in the program and fully explore the gardens and grounds.
- Know your itinerary, including meetup locations, garden shop visits, lunch, and departure times.
- Please keep cell phone use to a minimum, be a role model for your group, and have fun!

#### NOTES

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<b>Chaperone:</b> _____
<b>Students:</b>
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____