



# Field Trip Guide

**Thank you for scheduling a visit to Potter Park Zoo!**  
**This guide is intended to help you plan a successful trip while answering questions you may have prior to your visit.**



## DID YOU KNOW?

- Potter Park Zoo has been operating since 1920 and its first animal residents were elk, a bear, and a pair of Raccoons.
- Pavilions are available in the Park for your use. Pavilions must be reserved in advance and are a great place to meet up for lunch or loading the bus.
- There are value added options available for purchase including ice cream cone tickets, prepared lunches, and gift shop souvenir items for your entire group to enhance your day at the Zoo



# Before Your Visit

## CHECKLIST

- ❑ **Read through your confirmation** to be sure the dates and information are correct. If you did not receive a confirmation, or you have found a discrepancy, please call Ruby at (517) 342-2765.
- ❑ **Make a lunch plan:** Consider [reserving a pavilion](#) to meet under or pick a spot in the zoo, like the campground or green space, to eat your lunch. Please respect our other guests and do not use the seating at the Savanna Grill & Dippin' Dots kiosk unless you are purchasing lunch items from these locations. Please remember that pavilions are not to be used when reserved by others.
- ❑ **Consider a value-added enhancement** like a prepared lunch, ice cream cone ticket, or souvenir gift pre-purchase to make your field trip day more relaxed. To build your group's custom package email Jon at [lawrencej@ingham.org](mailto:lawrencej@ingham.org) to get started.
- ❑ **Assign student/chaperone groups** before you arrive at the zoo. A ratio of one chaperone per ten students is recommended, although a group size of 5 students with one chaperone is found to be most effective. Children must be accompanied by an adult at all times.
- ❑ **Review the behavior expectations** that are included in this packet with your students in advance. Advise students to dress appropriately for the weather -- many of the zoo's exhibits are outdoors, and you will be spending 2-3 hours at the zoo.
- ❑ **Print a Chaperone Information sheet for each chaperone.** This valuable resource is found at the end of this packet with a printable map of the zoo grounds.





# ARRIVAL PROCEDURES

## Arriving by Bus

If arriving by bus, please utilize the signed bus unloading zone. Have one designated adult go to the Admissions booth while the rest of the group remains on the bus. At Admissions, you will give the zoo staff a final head count and pay for your visit. Bus drivers will be admitted for free with a school/company-issued ID.

## Arriving by Car

Purchase your parking for each vehicle [online](#) ahead of your arrival, or come with exact cash to keep traffic flowing. Once parked, assemble your group in the grass by the main entrance and check in once all group members have arrived. Have one designated adult go to Admissions to give a final head count and pay for your visit.

Upon arrival, restrooms are located outside the zoo (between the playground & admissions) and inside the zoo by the AniMALL gift shop.



## PAYMENT

**Please have a head count of children and adults ready for payment processing**

- Payment can be made by cash, check, credit card.
- To qualify for the group rate, group members must arrive at the same time and pay in one single transaction.
- Any persons paying separately from the group will be charged the regular rate. Zoo members and other discounts should come in before your group enters the zoo and are not to be included as part of your headcount.
- Please see your confirmation letter for the cost estimate of your field trip.

**Remember that the total on your confirmation is just an estimate and when you arrive, the final head count will determine the actual cost.**

## LUNCHES

Feel free to have your participants bring in their own sack lunch. While we do not exclude outside food or drink, we do ask for some courtesies:

- Seating: Utilize the green picnic tables located in the park or throughout the zoo. Please refrain from sitting at the Savanna Grill or Dippin' Dot kiosk tables unless enjoying food from these areas.
- Trash: Throw garbage in the trash cans. Use the recycling bins for recyclables.

Lunches should be stored on the school bus if possible. If your bus is not staying at the zoo, inquire about storing your lunches with admissions staff.

Ordering lunches in advance of your trip through our Savanna Grill is a convenient way to provide lunch for your outing. Group lunches can be purchased (*14-day advance payment*) for pick-up or delivered to a pavilion your group has rented at set times to keep your group energized and moving through the zoo. For more information and to place an order, please contact Jon at [lawrencej@ingham.org](mailto:lawrencej@ingham.org)



## BEHAVIOR EXPECTATIONS

**FOR YOUR SAFETY AND THE SAFETY OF THE ANIMALS, WE ASK  
THAT THE FOLLOWING EXPECTATIONS ARE FOLLOWED.**

- Children must be accompanied by an adult at all times.
- Do not scream, yell, or make loud noises intentionally. These behaviors frighten and agitate the animals. It also makes them more difficult to observe. Remember, you are a visitor in their home!
- Help protect the animals. Do not feed animals, tap on their habitats, or throw objects at the animals or into habitats. Foreign objects could seriously hurt the animal or possibly kill them. Keep your feet on the ground. No climbing or hanging on barrier fences, railings, cables or benches.
- Stay on paths. Walk, don't run. Students should always stay with their group.
- Please throw garbage in the trash cans. Use the recycling bins for recyclables.
- Please do not chase the birds. A variety of birds make their homes on zoo grounds or along the river. This includes peacocks, geese, and other wild birds.
- Students should only enter the AniMALL gift shop with their chaperone and in small groups. Limit entry to those students shopping and assist your students in computing sales tax on their transactions before getting in line. Please discourage students from playing with the merchandise prior to purchase. Part of a large group? Encourage your chaperones to visit early in the day to avoid lines and being tardy back to the bus.
- We reserve the right to take action as necessary to ensure the health, safety, and well-being of zoo animals.
- Please be respectful of other visitors. Most of all, HAVE FUN!

**Groups that are unable to meet these expectations will be asked to leave.**



# Make the Most of Your Experience



## Self-Guided Tour & Scavenger Hunt

YOU can be a tour guide for your students! Using our Self-Guided Tour signage, Scavenger Hunt, or other activities from the Educator Resources page of our website:

<https://potterparkzoo.org/education/education-resources/>

Print or download maps of the zoo prior to your arrival if your students will utilize them as part of your visit.

## Education Tours

We have many themes to choose from that are designed to supplement NGSS. Tours typically last one hour, and zoo admission is included. Please note that during the very busy “field trip season,” we are unable to offer weekday tours during April and May. Find more information about these programs at:

<https://potterparkzoo.org/education-programs/>



## Accommodation

KultureCity bags with headphones and widgets are available for guests with sensory sensitivities. Some areas of the zoo have signs indicating it might be loud (Headphone Zones) or where it should be a little quieter (Quiet Areas). A social story for the zoo is available on the KultureCity app and on the zoo website.

<https://potterparkzoo.org/sensory-inclusive/>. The zoo also offers a virtual tour through Able Eyes <https://potterparkzoo.org/virtual-tours/>.



The Discovery Center has a dedicated Quiet Room and Nursing Room.



# Chaperone Information

Dear \_\_\_\_\_

Thank you for being a chaperone on our zoo field trip! As a chaperone, you play an important role in making this field trip an educational success and helping create a safe and memorable experience for students. Your priority is the safety of your assigned student group. Management of students' behavior is the responsibility of teachers and chaperones, not zoo employees.

## Please review the rules with your group:

- Protect the animals. Do not feed animals, tap on their habitats, or throw objects at the animals or habitats.
- Keep your feet on the ground. No climbing or hanging on fences and railings. Stay on paths. Walk, don't run.
- Do not use the seating at the Savanna Grill or Dippin' Dots kiosk areas unless purchasing your lunch items from these locations. Please respect our other guests
- Please dispose of your garbage in the trash cans. Use the recycling bins for recyclables.
- Students should always stay with their group.
- Students should only enter the gift shop with their chaperone. Avoid the last-minute rush to get to the bus on time. Make purchases early in your visit, or go with assigned times for smaller groups to purchase souvenirs.
- Most of all, HAVE FUN!

## Help Students Learn:

- Encourage students' curiosity by asking open-ended questions such as "What do you see?" and "Why do you think the animal is acting like that?"
- Help students find answers to their questions by looking at the habitats, reading signs, or talking with zoo staff and volunteers.

**Dial 517-230-3790 to contact Public Safety when anyone requires first aid or if there is a lost student. Any zoo employee can assist you if needed.** Lost and found is located inside the Welcome Center at the front of the Zoo.

## Names of students in your group:


## Schedule for the Day:

Arrival Time		
Gift Shop Time		
Lunch Time		
Education Program Time		
Departure Time		
	Location	
	Location	
	Location	



# POTTER PARK



1301 S. Pennsylvania Avenue  
Lansing, MI 48912

Contact us: (517) 483-4222

zoocontact@ingham.org  
potterparkzoo.org



## LEGEND:

- Restrooms  
Family option at Welcome Center
- Accessible
- First Aid
- Baby Changing
- Gift Shop
- Food
- Parking
- Nursing Room
- Mobility Rentals  
(ECV, Wagon, Wheelchair, and Stroller)
- Tornado Shelter
- Water Fountain
- Vending Machine
- Picnic Area
- AED Defibrillator
- Fire Pit
- Seasonal and or Weather Dependent

ACCREDITED BY THE  
**ASSOCIATION  
OF ZOOS &  
AQUARIUMS**



Species Survival Plan

*For your safety, please stay on the designated public paths.*



**Exhibit ADA Accessibility:**  
Enter through the backyard garden.



For the health of our animals and guests,  
Potter Park Zoo is a smoke and vape-free facility.

**Public Safety** can be reached anytime at (517) 230-3790