



# TEACHER AND GROUP CONTRACT

## Dear Teachers and Group Leaders,

To ensure your students' have a fun and educational experience, the Aquarium has developed the guidelines listed below. Please discuss these with your students and chaperones **before** arriving at the Aquarium.

Please sign this **Teacher Contract** and the **Student and Chaperone Contract** and return them to the Aquarium's admission staff when you arrive. *(Some teachers have asked both the chaperones and students to sign these contracts to make sure that everyone understood the behavior expected of them.)*

**IMPORTANT: Teachers and Groups with school aged children, you must bring this signed contract along with the Student and Chaperone Contract with you for admission to the Aquarium.**

## ***For groups on a Self-guided visit:***

- ❑ We recommend you bring one chaperone for every five students but **require a minimum of one chaperone for every 10 students for self-guided visits.** Chaperones must be at least 21 years of age. Please remind your chaperones that bringing younger siblings will detract from your student's experience.
- ❑ Explain to chaperones that their role is to be more than just a supervisor. They need to model good behavior and to stay with the students at all times during the visit.
- ❑ On our website is a **Student Guidebook** designed to provide students with a more structured visit. (If you plan on using the Guidebook during your visit please bring clipboards and pencils for your students.)
- ❑ Provide each chaperone with the **How to be a Good Chaperone** sheet (available on our website), and if your students are using the *Student Guidebook*, provide your chaperones with a copy of the **Chaperone Guidebook** as well. It contains the answers to the questions found in the student guide and will help them provide a better learning experience for your students as they travel through the exhibit areas.
- ❑ Give clear directions to your chaperones on both your expectations and the Aquarium's. We expect students to be courteous and to show consideration for others while visiting the Aquarium.
- ❑ **Students must stay with their chaperones at all times**—this includes high school students. If your students become unruly and/or separated from their chaperones, they may be asked to leave the aquarium.

- ❑ We do not allow outside lunches to be brought into the Aquarium. Lunches can be purchased at the Wolf Eel Café but please remember to contact them at least 3 days in advance. The café can be reached at (541) 867-3474 ext. 5421. Also, please note that for the safety of our animals there is no gum chewing allowed in the Aquarium.
- ❑ For the convenience of groups bringing their own lunches, we have a large picnic area in the parking area. If you use this area, **please do not leave trash on the tables.**
- ❑ Please clarify meeting times and places with chaperones before entering the Aquarium. (Paging is for emergency purposes only.)

***For groups taking a Lab or Theater Program:***

- ❑ We require teachers to attend programs with their students and to bring **one chaperone for every five students for Lab programs** and **one chaperone for every 10 students for Theater programs.** Chaperones must be at least 21 years of age. Additional siblings will not be allowed into the lab or theater programs.
- ❑ Let chaperones know they will be helping students in the Lab by reading material to them at each of the learning stations.
- ❑ **A member of the Education staff will meet your group in the lobby five minutes before the start of the program.** If members of your group are not present, and their group has already left for the program, they will not be admitted late. This is because important instructions are given at the beginning of each program.
- ❑ **On our website, we have provided activities and curriculum for you to use with your students before, during, and after your visit.** Your field trip and the curriculum are aligned to meet the Oregon Department of Education’s Common Curriculum Goals, the National Science Standards and the Ocean Literacy Principles.
- ❑ Please note that if you are running late to the Aquarium, please contact us and understand that we may have to cancel your program due to our tight teaching schedule. Call 541-867-3474 ext. 5201

Lab and Theater program cancellations must be made at least 10 days prior to your visit to receive a full refund on your Program fee. The Aquarium reserves the right to cancel a program without notice in the case of an emergency or due to your schools late arrival.

**I have read the above guidelines and understand and agree to abide by them during our visit to the Oregon Coast Aquarium.**

---

(Group Leader’s Name) (Date)

---

(Group Leader’s Signature) (School/Group name)

Thank you for helping us make your visit a quality learning experience for your students.

Sincerely,  
The Education Staff



# STUDENT AND CHAPERONE CONTRACT

**Dear Teachers and Group Leaders,**

Please read and discuss the following rules with your **Students** and **Chaperones** before visiting the Aquarium. To ensure you'll have the best learning experience possible during your visit, **we require you, your students and your chaperones to comply with the following guidelines:**

- ❑ **Help us protect the animals.**
  - Do not frighten animals and only touch them gently **in designated areas**
  - Never throw anything into the exhibits or tap on the sides of the aquariums.  
(Sound travels faster in water and is much louder to the animals in the exhibit).
- ❑ **Do not use tanks, windows, or signs as writing surfaces** because they scratch easily. Bring a clipboard, book or simply use a friend's back as a writing surface.
- ❑ **No food or beverages can be brought into the Aquarium.** Lunches must remain in vehicles during your visit. For your convenience, there is a large picnic area in the parking area across from the entrance. Please remember to clean up all trash.
- ❑ **For your safety, and the safety of our animals, we do not permit any:**
  - Running
  - Climbing on rocks
  - Kicking or throwing gravel
  - Yelling
  - Gum chewing
  - Straying off the main paths
- ❑ **Students must be with Chaperones at all times.** Including visits to the gift shop and café.
- ❑ For **Lab** or **Theater** programs. **Groups must meet in the Lobby five minutes before the program begins.** If you are late, you will not be allowed to attend the program.

It's important to clarify meeting times and places with your group before entering the Aquarium. Taking photos is allowed. If you have any questions or require assistance during your visit, please let our staff or volunteers know and they will gladly help you.

**I have read the above guidelines to my Group and we understand and agree to abide by them during our visit to the Oregon Coast Aquarium.**

---

(Print name)

(Date)

---

(Group leader's signature)

(School/group name)

Our staff likes to inform us of exceptionally well behaved groups and, in appreciation; we like to recognize them with commendation letters sent to their school/principal. Thank you, for helping us make your field trip a splashing success!

Sincerely,  
The Education Staff