

# Field Trip Registration Form

(K-12 School Groups only)

(Applies APRIL-MAY, SEPT-OCT. Contact the Zoo for trips JUNE-AUGUST)

(Excludes day camps, church groups, daycares, and adult care facilities)



Date of Field Trip \_\_\_\_\_

Rain Date (if applicable) \_\_\_\_\_

School/Facility Name \_\_\_\_\_

Teacher Contact \_\_\_\_\_

School Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (w/ area code) \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Estimated Arrival Time \_\_\_\_\_

Estimated Departure Time \_\_\_\_\_

# Students (Pre-K – 8th) \_\_\_\_\_

# Students (9th – 12th) \_\_\_\_\_

# Teachers/Chaperones \_\_\_\_\_

# Attraction Tickets (\$2 each) \_\_\_\_\_

# Babies (ages 0-2) (doesn't count toward paid admissions) \_\_\_\_\_

# Zoo Members (all ages) (doesn't count toward paid admissions) \_\_\_\_\_

**School Groups Only (APRIL-MAY SEPT-OCT **Not available** JUNE-AUGUST)**

Picnic Grove Rental allows your school access to the Picnic Grove for 1 hour.

**Picnic Grove Rental (\$40)** Yes \_\_\_\_\_ No \_\_\_\_\_

**Preferred time of rental** \_\_\_\_\_

## Field Trip Registration Directions:

1. Fax completed form to the Potawatomi Zoo at (574) 235-9080.
2. Upon receipt of your Field Trip Registration Form, the Potawatomi Zoo will fax or email you a confirmation. **This confirmation must be brought in on the day of your trip to receive the group rate.** Zoo Members and children 2 or under don't count towards paid admissions.
3. For chaperones to receive the group rate, payment must be submitted to the teachers. The Zoo will no longer allow additional adults to pay the group rate separately at the entrance.
4. Questions? Contact the Guest Service Assistant Manager Kelsey at (574) 235-7620 or email [kdepaepe@potawatomizoo.org](mailto:kdepaepe@potawatomizoo.org).

# Field Trip Information

## Field Trip Group Admission Rates:

You must have a school group of **20 or more paid admissions (excluding Zoo Members and babies) during the week** to receive the field trip group rate. To receive group rates, a completed registration form must be faxed to the Zoo, and the group must receive confirmation.

|                                     |               |
|-------------------------------------|---------------|
| <b>Teachers/Chaperones</b>          | <b>\$6.50</b> |
| <b>Students (9th through 12th)</b>  | <b>\$6.50</b> |
| <b>Students (Pre-K through 8th)</b> | <b>\$5.50</b> |

Rates are subject to change.

## Drop Off & Parking:

**Buses will be greeted by a zoo employee at the Field Trip Bus Drop Off area and given instructions for unloading.** Please do not unload until you have been cleared to do so. Please be respectful of other buses waiting to unload.

**Bus parking is not available in the main parking lot.** Buses may park in Kid's Kingdom parking lot, on Wall Street, or on Greenlawn Avenue.



**Entrance:**

One representative should present the total number of students and adults **(excluding Zoo Members)** in your group with payment. Exact payment is appreciated and will expedite your entrance to the Zoo. We accept check, cash, and credit card on the day of your trip. If you have registered for an Education Program, remember to submit your statement stub with your payment. **We cannot send an invoice after your visit. Payment must be received either the same day as your field trip or in advance.**

If anyone in your group is using a Zoo Membership, the admissions staff will need to see membership cards and photo identification at the Admissions entrance. If a student is using the family's membership without the primary member in attendance, they will need to present a copy of the membership card along and a copy of the primary card holder's identification at the time of payment.

**Parents or family members that are not included in your group rate will need to enter through General Admissions for admittance.** The Admissions staff will have information on where family can meet their group once the group is through field trip check-in.

**Food/ Picnic Grove:**

No food may be brought into the Zoo.

- If you bring sack lunches, there are picnic tables located outside of the Zoo in Potawatomi Park (across from the parking lot). Please prepare to store your own lunches until you plan on eating.
- The Zoo Café, located on Zoo grounds, offers a variety of food and meal options. You can call (574) 235-7669 for menu information.

**If you want to rent the Picnic Grove, you must include your request on the registration form.**

- The Picnic Grove Rental allows your school access to the Picnic Grove for 1 hour.
- You are permitted to bring outside food and store your belongings in the Picnic Grove.
- Please be aware that the Picnic Grove is outside, does not lock, and is not exclusive to only one group. The Zoo is not responsible for lost or stolen items.
- The fee for renting the Picnic Grove is \$40 for 1 hour.
- The Zoo Café is available for catering.

**Attraction Tickets:**

Attraction tickets for the Potawatomi Zoo Train and Endangered Species Carousel are \$3 per person. For K-12 school groups only, Attraction tickets will be discounted to \$2 per person. Tickets must be purchased as a group; individual ticket purchases will not receive the discounted price. With a few days' notice, school groups can plan ahead and have train and carousel tickets ready for pick-up and payment ahead of time, or on the day of your field trip! Please submit your count on the registration form.

**Education:**

During your field trip, you may opt to schedule a 30-minute animal program offered by the Education Department. During your program, you will meet and learn about 2-4 different animals. Each program is \$60 and is generally limited to 35 people. Other arrangements can be made.

For more information or to schedule a program, contact the Education Department at (574) 235-7621 or [education@potawatomizoo.org](mailto:education@potawatomizoo.org).

**Souvenirs:**

The Gift Shop offers a variety of souvenirs for you and your students to remember your day at the zoo. Merchandise prices range from 6¢ and up. Gift bags may be purchased for students and picked up in the Zoo's main office. Please call (574) 235-5615 for more information.

- For safety, the number of students in the Gift Shop may be limited.
- Please have 1 chaperone per 10 students when inside the Gift Shop.

**Rules:**

During your field trip at Potawatomi Zoo, you are visiting the animals' homes, so please be respectful and follow these rules:

- Stay on all public pathways.
- There is no smoking or vaping allowed inside the zoo.
- Balloons are not allowed inside the zoo.
- Please do not run or yell inside the zoo.
- Students must remain with an adult chaperone at all times.
- Do not tap or bang on exhibit glass as this frightens the animals.
- Do not throw anything into the exhibits. The animals are on strict diets and ingestion of other objects can be harmful.

**The Zoo Reserves the right to deny admission or require a person already admitted to leave Zoo grounds without a refund if we consider that the circumstances so require.**

**Notes:**

The Potawatomi Zoo strives to have all of our animals on exhibit while the Zoo is open, but this is not always possible. In the beginning of the season, some animals may still be in winter holding until the temperatures increase. During the summer months, extremely high temperatures will warrant a heat advisory, and animals will be given access to their indoor buildings.

If there is inclement weather, please plan accordingly. The Zoo Café may close during inclement weather.

There is only one public exhibit building on Zoo grounds. The giraffe barn has some public access. All other exhibits are outdoors.

The Zoo does not issue rain checks or refunds. Please contact the Zoo at (574) 235-9800 if you must cancel your field trip due to inclement weather.

**Questions?**

Contact the Potawatomi Zoo Guest Services Assistant Manager at (574) 235-7620 or email at [kdepaepe@potawatomizoo.org](mailto:kdepaepe@potawatomizoo.org).