

SCHOLASTIC PRE-VISIT GUIDELINES

Dear Educators:

Welcome to Marie Selby Botanical Gardens! Thank you for taking the time to provide a meaningful learning experience for your students; we hope your group will enjoy a day surrounded by the beauty of the Gardens. Prior to your arrival, it is important that your students are aware of garden etiquette and appropriate behavior. The following guidelines exist not only to protect the Gardens, but also to provide a pleasant experience to all visitors. Please review the following guidelines and information with your students and chaperones so they are aware of their role while at the Gardens.

Pre-Visit Information

Before your class visits the Gardens, you are welcome to come and familiarize yourself with the collections. Teachers are always free to the Gardens with a valid teacher ID. Related lesson plans and teacher resources are available upon request by contacting: schools@selby.org. We strongly encourage pre-visit preparations in your classroom to support the educational experience of a Gardens visit.

Please note: **There is a minimum of 1 adult chaperone per 10 students.** We admit up to 2 chaperones per 10 students free of charge. Note that any chaperones above the 2 to 10 ratio will be charged \$10 for admission and must be paid as part of the whole group's admission using **one form of payment**. Please have students separated into groups prior to your arrival at the Gardens. *(Please review "Teacher Guidelines" below for more information)*

Garden Etiquette for Students

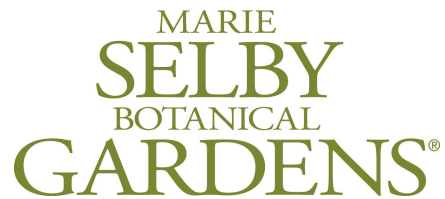
- Unless invited to do so by your guide, please do not touch the plants. Selby Gardens contains many tropical plants, some of which are toxic. Therefore, it's best not to touch plants without proper guidance and expertise.
- Please **walk** on the sidewalks during your visit. Guides may invite groups to run on the Great Lawn or explore the roots of the banyan trees. Otherwise, please stick to the sidewalks.
- Groups should stay together so that students do not get lost.
- Students, chaperones and teachers are expected to put their mobile and other electronic devices away. Please refrain from casual texting or phone calls while on tour.

Please, feel free to contact me at tcalla@selby.org should you have any questions or concerns. We look forward to hosting you in the Gardens!

Sincerely,

Tracy Calla

Manager of School and Family Programs



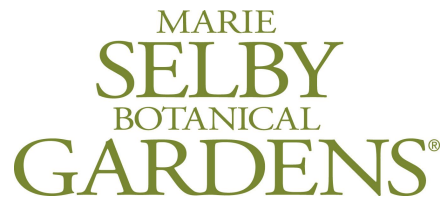
SCHOOL TOURS: TEACHER GUIDELINES

When you arrive please keep the following in mind:

- School groups/buses load and unload in front of the Welcome Center. If you have arranged for a guided group tour, this is also where your tour guides will meet you.
- The **Lead Teacher** should check in with Admissions inside the Welcome Center to provide a final head count and **one form of payment** for the entire group.
- The **Lead Teacher** should check in with the **Lead Guide** to strategize about splitting up the group, formulate a plan and a timeline for the tour, and to identify a meeting place after the tour. Please have your groups divided prior to arrival (maximum of 15 per group).
- Teachers and chaperones are responsible for the behavior and safety of their students.
- **If bringing lunches, know that we have a limited number of rolling carts available to transport lunches to climate-controlled storage space, if requested.** The tour guides will designate chaperones/students to transport them to the Kids' Corner where they can be stored during the tour. Alternatively, lunches can be stored on the bus until after the tour.
- We have seven picnic tables (including ADA accessible tables) adjacent to the bus parking. Otherwise, you'll want to bring blankets to picnic on the Great Lawn. Lunch trash and recycling should be packed out. Please note that we do NOT have indoor space for eating lunch.
- Using the bathroom before leaving school is recommended. If that's not possible, please anticipate this need and work with your guide to find a good time during which to provide a bathroom break to the group.
- Please encourage students to leave all non-essential items on the bus or at school.
- If at all possible, feed the students a snack before leaving school or on the bus. Well-nourished students enjoy their experience much more than hungry ones.
- Be advised that most tours will run 60 – 75 minutes. If you arrive late, the tour may be shortened as the tour guides have fixed schedules and may not be able to extend the tour.
- Please refrain from casual texting or phone calls while on tour.
- Please be sure to go over *Garden Etiquette* with your students prior to the tour. This is crucial to a positive learning experience.
- If you've scheduled a self-guided tour, please be sure that there is one chaperone for every group of ten students. It is helpful to plan a meeting point for the end of your visit.
- For safety reasons, we request self-guided groups not enter the Tropical Conservatory without making prior arrangements.
- If your students plan to visit the Garden Shop, please accompany them. The shop is part of the Garden and chaperones must stay with their groups at all times.
- Of course, have a wonderful time! Thank you for your visit!

Accredited by the American Alliance of Museums

811 South Palm Avenue • Sarasota, FL 34236 • (941) 366-5731 • Fax (941) 366-9807 • www.selby.org



SCHOOL TOURS: CHAPERONE GUIDELINES

Dear Chaperones:

Welcome to Marie Selby Botanical Gardens. As a school tour chaperone, you play an essential role in making the students' trip to the Gardens a success -- whether you're participating in a guided or self-guided tour. The following guidelines will help ensure that you and your students have a meaningful experience. The Gardens depends on you to carry out these duties. Failure to adequately supervise your students may result in you or your group being asked to leave the Gardens.

Chaperone Responsibilities

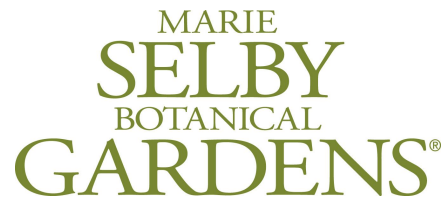
- Teachers and chaperones are responsible for the behavior and safety of their students.
- Please remember that your interest and body language will set the tone for student engagement and behavior.
- Please avoid unnecessary cell phone use.
- Help the students learn. This means that when you are on a guided tour and the guide asks the students questions, allow them to answer. Please refrain from answering the questions yourself.
- Students should be accompanied at all times while in the Gardens. It is crucial that you know which students are in your group so you are able to keep them together.
- For safety reasons, self-guided groups are asked not to enter the Tropical Conservatory.
- Please remind the group of proper Garden behavior and manners before beginning the tour. (See "*Garden Etiquette*" section below)

Garden Etiquette

- Unless invited to do so by your guide, please do not touch the plants. Selby Gardens contains many tropical plants some of which are toxic. Therefore, it's best not to touch plants without proper guidance and expertise.
- Please **walk** on the sidewalks during your visit. Guides may invite groups to run on the Great Lawn or explore the roots of the banyan trees. Otherwise, please stick to the sidewalks.
- Groups should stay together so that students do not get lost.
- Students, chaperones and teachers are expected to put their mobile and other electronic devices away. Please refrain from casual texting or phone calls while on tour.

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SCHOOL TOURS: BUS DRIVER INFORMATION

Welcome to Marie Selby Botanical Gardens! Thank you for delivering the students safely; we hope that you & the students will enjoy a day surrounded by the beauty of the Gardens. Should you have any questions or concerns, please alert the Welcome Center staff who will alert Education staff. After you park, you are welcome to enjoy the Gardens free of charge.

Directions:

We are located at 811 S. Palm Ave. Sarasota, FL 34236. Directions can be found here: <http://goo.gl/maps/r5KR> Once you have turned onto South Palm, drive all the way to the end (towards the water of Hudson Bayou). You may unload the children in front of the Welcome Center. If the school has arranged for a guided tour, they will be met by guides in front of the Welcome Center. This is the usual spot for dropping off and picking up students. Once you are unloaded, turn left into the southernmost parking lot where there are two bus parking spots. If these are taken, park along the West side of S. Palm Ave. Please coordinate with teacher(s) regarding lunches.



US 41/MOUND STREET

MARIE SELBY BOTANICAL GARDENS

SARASOTA BAY

HUDSON BAYOU

ENTRANCE & EXIT

PALM AVENUE

EMERGENCY EXIT

WELCOME CENTER

- 1 Admissions/Ticketing
- 2 Garden Shop

RAINFOREST

- 3 Tropical Conservatory
- 4 Bonsai Exhibit
- 5 Cycad Display
- 6 Fern Garden
- 7 Koi Pond
- 8 Bamboo Garden
- 9 Banyan Grove
- 10 Ann Goldstein Children's Rainforest Garden

SELBY HOUSE

- 11 Kid's Corner (closes at 4:30PM)
 - 12 Café
 - 13 Selby Memorial
- DESERT**
- 14 Succulent Garden
- GREAT LAWN**
- 15 Gazebo
 - 16 Schimmel Wedding Pavilion

MANGROVES

- 17 Steinwach Family Mangrove Walkway

PALMS

- 18 Tropical
- 19 Coastal

GREAT ROOM

- 20 Michael's on the Bay at Selby Gardens

NATIVE FLORIDA

- 21 Tidal Lagoon
- 22 Hardwood Hammock

DISPLAY GARDENS

- 23 Bromeliad Garden
 - 24 Green Roof
 - 25 Edible Garden
 - 26 Fragrance Garden
 - 27 Butterfly Garden
- PAYNE MANSION**
- 28 Museum of Botany & the Arts (closes at 4:30PM)
 - 29 Carriage House (Classroom)



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Selby Gardens programs are sponsored in part by the State of Florida, Department of State, Division of Cultural Affairs, and paid for in part by Sarasota County Tourist Development Tax revenue.