



## VOYAGE FIELD EXPERIENCE INFORMATION FOR STUDENTS AND THEIR FAMILIES

### 1. Meeting and Returning Time

Your teacher will tell you when you will leave school, and when you can expect to return. You will meet at school as a class, come to the RiverQuest dock by bus, and return to school at the completion of the voyage.

### 2. What to Wear

You will be outside for a substantial portion of the day. Be prepared to get wet and dirty. Appropriate clothing for weather conditions is essential for comfort. The river is often colder and windier than land!

**WEAR:** Old comfortable clothing, in layers if appropriate, that can get dirty and wet

**WEAR:** Rubber-soled shoes, boots, or sneakers

**WEAR:** Windbreaker or rain poncho, if necessary

**WEAR:** Sweatshirt, jacket, gloves, warm hat or hood for cold weather trips

**DON'T WEAR:** Sandals, open toed shoes, skirts, dresses.

### 3. What to Bring

**BRING:** Bag lunch (well-packed and marked) and something to drink. (For 3 hour trips, check with your teacher regarding lunch.)

**DON'T BRING:** Knapsacks, purses, gym bags, ice chests, radios, iPods, electronic games.

### 4. Weather & Cancellations

The fleet sails rain or shine, unless severe weather conditions are forecasted or arise. Your teacher will inform you in the event of a cancellation.

### 5. Rules

The following rules are enforced for everyone's safety.

- RiverQuest's Captain is in charge. All passengers must follow the Captain's directions and orders.
- Students may be asked to put on a lifejacket under certain circumstances, as designated by the Captain and/or crew. RiverQuest provides lifejackets for use onboard.
- NO sitting on, straddling, or standing on railings or other raised objects on the deck of the boat.
- NO throwing of objects or rubbish overboard. No spitting.
- NO smoking.
- Engine Room and Pilot House areas are restricted areas onboard. Students may not enter these areas without a member of the Crew.
- Students are to remain with their group and chaperone at all times.
- **No student without a signed medical waiver/permission form will be permitted to board the vessels.**

RiverQuest Staff has the right and responsibility to cancel a trip in progress if unsafe activity by the group, or inclement weather warrants it.



## TEACHER CHECKLIST WELL BEFORE YOUR TRIP:

- Review your confirmation letter. Call to confirm all data, and to review any special needs or other concerns. Please call with any significant changes to your expected attendance at any time.
- Pick up the Captain's Chest on the designated date between 2:30 and 4:30 pm at our office. For questions or changes specific to the Captain's Chest, call 412-231-2712 x13.
- Complete a pre-voyage study with your students. The study should ideally touch upon the major themes of your onboard field trip.
- Distribute the Permission Form and Family Information handouts, and please review them with students. Each student **must** have a completed and **signed** RiverQuest Permission form to board the boat. *The permission form is designed so that information protected by privacy laws is removed and destroyed following the voyage.*
- Arrange for chaperones. One adult per every 10 students is strongly recommended. Review chaperone responsibilities with those you assign.
- Divide students into Groups of 10. Now, assign three Groups of 10 to one Team, another three groups to a second Team, and so on. The idea is to distribute students into groups evenly, with a maximum of 10 per group. Nametags with instructions are provided in the Captain's Chest or by mail. *Pre-splitting the group and preparing name tags in advance is important to allow for speedy boarding of potentially 90+ students at one time onto Explorer. Please call if this is unclear.*

## ON THE DAY OF YOUR TRIP:

- If participating in a 4.5-hour program, make sure all students have bag lunches and appropriate clothing before leaving school.
- Bring all student Permission Forms with you in a stack. They will be collected from you at the dock.
- Bring the Captain's Chest with you on the day of your last trip onboard. Please double check that all materials are present, and that everything has been put away clean and in order.

## AFTER YOUR TRIP:

- Please complete the online teacher evaluation. A link to the evaluation will be emailed to you.
- Please check online for announcements about school program registration for subsequent seasons and about other offerings from RiverQuest. We host several Teacher Workshops each year eligible for between 3 hours to 1 full CEU.

*Did you know that you we have an email newsletter? It comes out about 10 to 13 times per year and is a great way to stay up to date on our latest news! We also have a fan page on Facebook!*



## IMPORTANT VOYAGE REMINDERS

### *Chaperone Requirements*

- One chaperone per 10 students is strongly recommended. Education staff number will vary based upon size of registered group(s).
- All chaperones must be able to physically traverse the boat, and are required to stay with their assigned group at all times.

### *Captain's Chest Pick-Up and Return*

- The Captain's Chest contains materials worth more than \$1000. We ask the person picking the chest up to check the contents, and then sign for the chest. Please allow 10-20 minutes for picking up the Captain's Chest at our office.
- We regret that schools returning incomplete chests may be billed for missing or damaged equipment.

### *Pre-voyage Confirmations*

- You should receive a courtesy confirmation call one to two weeks prior to your trip. During this call, we will ask you to confirm PROGRAM, DATE, TIME, and NUMBER OF STUDENTS. If we are unable to reach you, we will leave a message with your school office representative or in your voicemail so that you may return the call. You may wish to leave the information with your school office for use in the call.

### *Boarding*

- Plan to arrive about 10-15 minutes prior to your scheduled departure, if possible. It is imperative that your students arrive wearing the nametags provided to you in the chest or by mail.

### ***Please Note:***

*Bus parking spaces are provided through an agreement with the Carnegie Science Center. However, RiverQuest is not formally affiliated with the Science Center. In order to visit the Science Center submarine, exhibits or cafeteria, you need to make group reservations in advance. Carnegie Science Center may be reached at 412-237-3400.*

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Notes: