

RE: SERC Field Trip Preparation

McDonald, Karen <mcdonaldk@si.edu>

Mon 9/12/2022 1:54 PM

To: Kimberly Caldeira <Kimberly.Caldeira@StPetersOlney.org>; Mary Randles <mary.randles@stpetersolney.org>

Thanks Kim, I've got you down. You're good to go. We look forward to seeing you!

Karen

From: Kimberly Caldeira <Kimberly.Caldeira@StPetersOlney.org>

Sent: Monday, September 12, 2022 12:27 PM

To: McDonald, Karen <mcdonaldk@si.edu>; Mary Randles <mary.randles@stpetersolney.org>

Subject: RE: SERC Field Trip Preparation

External Email - Exercise Caution

Thank you Karen! We are very excited about the trip. Permission slips are going home today. You may direct all future communications about the trip to me. (Thank you, Mrs. Randles, for setting it up!)

One minor edit: Our group is 6th graders (not 8th-9th), and we expect to have 43 students. We are also bringing several parent chaperones, so we should have a 1:5 ratio (approximately).

I will take time later today to read all the instructions you sent below. I appreciate them greatly.

Kind regards,
Kim Caldeira

Mrs. Kimberly Caldeira

Middle School Science Teacher

Saint Peter's Catholic School, Olney, MD

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From: McDonald, Karen <mcdonaldk@si.edu>

Sent: Monday, September 12, 2022 10:41 AM

To: Mary Randles <mary.randles@stpetersolney.org>; Kimberly Caldeira <Kimberly.Caldeira@StPetersOlney.org>

Subject: SERC Field Trip Preparation

Mary and Kim,

Thank you for signing up for a SERC field trip, we're so excited to have you join us! We have you booked for the following:

SCHOOL/GROUP	St. Peter's School
GRADES/AGES	8 th -9 th
DATE (S)	9/23/22
NUMBER OF STUDENTS	46-48 PLEASE CONFIRM
SPECIAL CONSIDERATIONS: None stated	

Below is information to help you prepare.

SERC FIELD TRIP TIMED SHORELINES TIMED ACTIVITY GUIDE

SERC Timed Activity Stations run from 9:40-9:50 am with an introduction and the stations are 10 am-2 pm and are 45 minutes each. It's up to you to get your students to the stations you want them to be at. There is a 10-minute walk time between stations. Stations start at the times indicated and do not change. If you arrive late, then you'll have less time at that station.

BUS PASS: Attached is a bus pass. If you are booked for multiple buses or days, you can use the same pass. Chaperones do not need a bus pass. It is mostly for our records, so you can just keep a copy on your phone, no need to print it out.

TO PREPARE:

- **SIGN THIS FORM**—[We need you to fill out this quick Google form saying that you have permission from your parents to take all of the students on this trip.](#)
- **NAME TAGS**--All of your students/chaperones should wear a name tag, we suggest color groups of RED, BLUE, GREEN, and PURPLE (you can put a color dot on name tags)
- **SPECIAL ACCOMMODATIONS**- Let us know ahead of time if you have students that need special accommodations.
- **ALLERGIES**--Let us know ahead of time if you have any students with allergies to fish, shellfish, bees, wasps, peanuts, or any other serious medical conditions we need to be aware of.
- **MEDICATIONS/NURSE**--Give us the name of the person in your group with student medications or the nurse you bring with you.
- **ELL STUDENTS**--Give us a heads up if you have ELL students, we do have some bilingual volunteers.

MINIMUM NUMBER OF CHAPERONES

- A minimum of 1 adult per 10 children for 3rd-12th grade
- A minimum of 1 adult per 5 children for K-2nd or special needs groups are required.
- Up to 4 chaperones per station maximum.
- Chaperones are expected to help at the stations and participate.
- We suggest leaving one teacher or chaperone free to roam and help get groups to stations or assisting student groups.

WHAT TO BRING

We will run programs even if it is lightly raining. Please be sure to check the weather forecast for Edgewater Maryland. Temperatures on the water tend to be 10 degrees cooler than on land. It's a good idea for students to bring:

- Wear old clothes and shoes that can get wet
- Closed-toed shoes only, like tennis shoes (no flipflops, Crocks, high heels, or pumps)
- Change of clothes (optional, but a good idea)
- Lunch
- Water bottle (refillable, a minimum of 12 oz.)
- Hat/Sunglasses
- Coat (raincoat, poncho, or layers)
- Sunscreen, please no aerosols
- Insect repellent is rarely needed, if you do bring some, please no aerosols

Daily Schedule

Colored dots on nametags work well. Here's a suggested schedule:

Start Time	End Time	SEINING	OYSTERS	MICROSCOPES	MARSH (or eDNA)
9:40 am	9:50 am	DAILY WELCOME/INTRODUCTION			
10:00 am	10:45 am	Red	Green	Purple	Blue
10:50 am	11:30 am	Green	Red	Blue	Purple
11:30 am	Noon	LUNCH ALL			
12:10 pm	12:55 pm	Purple	Blue	Red	Green
1:05 pm	1:50 pm	Blue	Purple	Green	Red
1:50 pm	2:00 pm	RESTROOMS/LOAD BUS			

****It's your job to get students to the different stations, so please be prepared. A map of the campus is attached to this email as well.**

STUDENTS WITH MEDICAL NEEDS: If you have students with known medical conditions, it helps our staff if you put them all into one group, specifically the blue group so that we know where they are and who has their medication.

Where to Eat

There are lunch areas in our picnic pavilion, in the play yard, or our picnic area behind the Reed Center. Each location is by first come first serve. Some of these locations also double as stations in inclement weather. All students will need to be accompanied by an adult. Please make sure that all lunches are in a cloth bag or backpack, our crows and squirrels will open plastic or paper bags. We will have a large cooler where you can store lunches if they are not in backpacks.

Emergency Contacts

Karen McDonald, Education Director- (410) 570.9893 cell, (443) 482.2216 desk

Emily Borger, Education Program Assistant - (443) 482.2388 desk

SERC Security (on 24 hrs.) (443) 482.2298

We look forward to seeing you soon!

Karen



Karen McDonald (She/her)
STEM Program Coordinator
SERC Education Department
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