

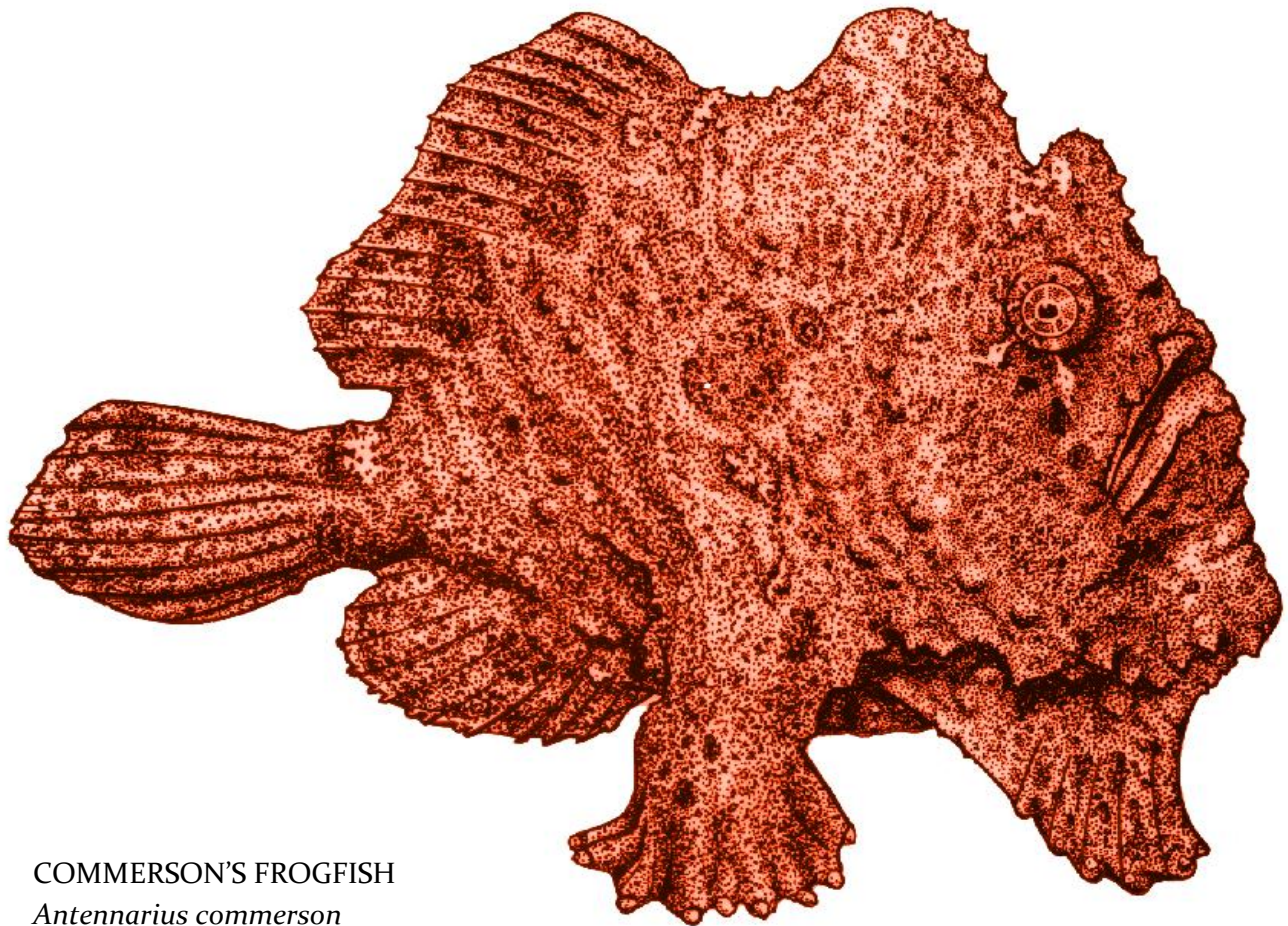
# WAIKĪKĪ AQUARIUM

UNIVERSITY OF HAWAI'I

## SCHOOL FIELD TRIP

**DOCENT GUIDED TOUR**

**CHECKLIST**



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*Antennarius commerson*

**We are looking forward to seeing you at the Waikīkī Aquarium!**

*FOR A FIELD TRIP THAT IS ORGANIZED, SAFE AND FUN,*

*PLEASE READ ALL THE MATERIALS BELOW.*

## **BEFORE YOU ARRIVE**

- PLEASE read all the materials** in this packet and make copies for other teachers.
- Prepare your students** by using the Teacher Information Packet for your grade level.
- Teacher pre-view visit (optional).** If you haven't been to the aquarium recently or would like to observe another school in our docent-assisted program, please call 440-9011 to schedule a visit. One teacher per classroom is complimentary during this visit.
- To keep student to docent ratios low,** we will accommodate no more than 40 students in grades K to 2 and 50 students in grades 3 to 6. If classes are larger, please schedule more than one program.
- PROGRAM FEE:** There is a \$60 program fee for docent-assisted visits. You may pay on arrival with cash, check, credit card or purchase order.

*SCHOOLS THAT CANCEL LESS THAN A MONTH PRIOR TO THEIR PROGRAM OR FAIL TO ARRIVE FOR THEIR PROGRAM WILL BE BILLED THE ENTIRE PROGRAM FEE.*

- Recruit adult chaperones.** We **REQUIRE** adult chaperones. For grades K through 2, we allow one complimentary adult chaperone (teacher included) for every 5 students. Grades 3 through 6, one complimentary adult chaperone (teacher included) for every 10 students. Additional adults are \$6.00 each. Legally- required aides for students with special needs are also complimentary. **Please do not allow chaperones to bring siblings.**
- Give each chaperone a copy of the “Guidelines for Chaperones”** and discuss it with them so they will know what is expected of them.
- Nametags:** If you plan to have nametags, please provide the sticky back paper type. **NO NAMETAGS WITH METAL CLIPS OR PINS.**
- PLEASE REVIEW THESE BEHAVIORAL GUIDELINES WITH STUDENTS AND CHAPERONES.**
  - 1) Be courteous to other visitors.
  - 2) Use “library” voices.
  - 3) Do not tap on tank or exhibit glass.
  - 4) Follow your docent without running, shoving or roughhousing.
  - 5) Touch live animals only when assisted by Aquarium staff or volunteers.

10.13



## ★ WHEN YOU ARRIVE ★

- Plan to arrive 10 minutes early** to allow time for unloading and checking-in. (If you are late, your program may be cancelled or shortened.)
- Please ask your driver to stop the bus in the unloading zone on Kalākaua Avenue directly in front of the Aquarium.** PLEASE, DO NOT ATTEMPT TO BRING BUSES THROUGH THE AQUARIUM'S SMALL DRIVE WAY.
- Please have the students line up under the canopy facing the blue classroom door to the right of the main entry.** Do not block the entrance and leave space for other visitors to pass your group on the sidewalk.
- Bring your confirmation letter** to the ocean-side information counter of the Admission Desk to check in. Please bypass people waiting in line to reach the information counter.
- Please get an actual accurate count of students and adults in your group.**
- Present your program fee and any extra adult admissions.**
- Return to your group.** An aquarium staff member will escort your students into the classroom.
- Student backpacks, clipboards and other hand-carried items must be left in our classroom foyer** to be picked up at the end of your program.



## IN THE CLASSROOM AND ON TOUR



- CLASSROOM:** Students participate in a 30-minute, interactive presentation. We ask teachers and chaperones to sit in chairs in the last row at the back of the room or along the walls to give the students a better view. Please silence cell phones or pagers.
- TOUR:** After the classroom presentation, **students will be divided by our staff into small teams** for a 45-minute tour of aquarium exhibits. **The number of teams will coincide with the number of docents available the day of your visit. This may mean that four teams do not correspond to the groups you have assigned to particular chaperones. Preparing teachers and chaperones for this procedure will help it go smoothly and quickly.**
- There will not be time for a detailed look at every exhibit.** Your docent will highlight those exhibits that best support the grade level theme. If you would like to stop at every exhibit, you may wish to schedule a one-hour self-guided visit for another day and time.
- We ask the assistance of the teachers and chaperones in maintaining courteous behavior** and focusing the children's attention on the docent leader. Please ask chaperones to support the docent tour by not purchasing audio wands or stopping the tour for photos.
- Please refrain from having students take notes or fill out worksheets during their tour.** Save this for a post-visit activity or schedule a self-guided visit when you can devote the entire hour to your own assignments and curriculum





# AFTER YOUR PROGRAM



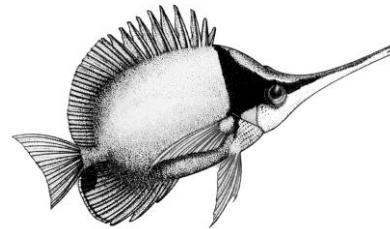
- The tour will end on our lawn where you can reassign students to their original groupings.**
- Restrooms: Please have adult chaperones escort students to the restrooms in groups of 5 or 6. Leave at least two stalls open for other visitors.**
- Gift shop: The Gift Shop cannot accommodate students during group visits.** We ask your assistance in explaining this policy and inviting students to do their shopping on another day.
- Food/Drinks: We cannot accommodate picnics on the lawn inside the Aquarium.** You are welcome to picnic on the lawn in front of the Aquarium on the Diamond Head side if it is available. There are also several picnic areas in Kapi'olani Park surrounding the Aquarium. Lunches may be stored on shelves in our classroom foyer. When you retrieve the lunches and other items, please send adults only and do so quietly as the classroom may still be in use.
- Please exit at the front entrance** as soon as possible after visiting the restrooms. Other groups will be starting their tours.
- Letters and artwork sent by students** provide valuable feedback and are a wonderful reward to our volunteer docents for their many hours of service.
- Teacher evaluations are extremely important** in ongoing efforts to improve our programs.

## THANK YOU FOR COMPLETING THIS CHECKLIST.

**If you have any questions or if you would like additional information, please**

**Call: Reservations at 440-9011**

**Write: Waikīkī Aquarium  
Education Department  
2777 Kalākaua Avenue  
Honolulu, Hawai'i 96815**



**E-mail: [reservations@waquarium.org](mailto:reservations@waquarium.org)**

**Website: [www.waquarium.org](http://www.waquarium.org)**

**And one more thing – Plan to have fun!**





## **Guidelines for Chaperones on WAIKĪKĪ AQUARIUM DOCENT-GUIDED VISITS**

*(PLEASE MAKE A COPY FOR EACH CHAPERONE)*

Thank you for agreeing to chaperone a docent-guided school visit to the Waikīkī Aquarium. We appreciate your help in creating a rewarding learning experience for the students in your group.

### **What is a Docent-guided visit?**

It's a 75-minute program led by Aquarium staff and trained volunteer docents. It starts with a 30-minute interactive classroom presentation followed by a 45-minute guided tour of the Aquarium exhibits. There is a different program theme for each grade level.

### **How can I help in the classroom?**

When the children come into classroom, help the docents seat the children as quickly as possible. Sit at the back of the room or in chairs along the wall, so that the students can get a good view of the presentation. Encourage the students to focus their attention on the speaker. When you listen to the presentation yourself, you set a good example for the students and you will be able to discuss it with them later.

### **How can I help on the tour?**

After the classroom presentation, the students will be divided into small teams each led by a volunteer docent. The number of teams will match the number of docents available the day of your visit. *This may mean that touring teams are different from the groups you have been assigned by the teacher. Don't worry; it is just for the 45-minute tour period.*

Docents are trained to lead "discovery tours" where they ask questions designed to focus the students' observations and help them make discoveries on their own. The tour is not intended to cover every exhibit in depth, but to concentrate on the exhibits that best support the grade level theme.

### **To help the docents while touring, please:**

1. Keep students together and close to the docent.
2. Encourage students, especially those who are shy, to answer the docent's questions and to raise their hands if they want to respond.
4. Resist the temptation to answer for the students.
5. Do not distract students' attention to exhibits other than the one the docent is using.
6. Save photo taking until after the tour.
7. Please do not rent audio tours, a major distraction to the students.
8. If necessary, remind students of appropriate behavior:
  - (a) No running or rough-housing.
  - (b) Use "library" voices.
  - (c) Do not pound on exhibit windows.
  - (d) Touch animals only with docent help.



### **After the Tour?**

The docent will end the tour on the Aquarium lawn where you may reassemble your original groups, allow the students to stretch and relax, and escort them in small groups to the restrooms.

### **Restrooms?**

Restrooms are located behind the gift shop. If you take a group after the tour, please leave one or two stalls open for other visitors.

### **Gift Shop?**

In general, the gift shop cannot accommodate students on field trips. Ask them to return with their parents when there is more time.

Finally, watch your time. Your group must exit as soon as possible after your tour as there will be other groups entering the exhibits.



**EDUCATION DEPARTMENT  
DOCENT GUIDED  
PROGRAM EVALUATION**

SCHOOL: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Date of Visit: \_\_\_\_\_ Time: \_\_\_\_\_

Teacher's Names: \_\_\_\_\_

**We value your feedback! Help us improve and fine tune our Docent-assisted visits by completing this form and mailing it back to us. Tell us what went well and what still needs work. Please be frank and use specific examples whenever possible. Thank you!**

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Rankings: NI=Needs Improvement F=Fair G=Good VG=Very Good Ex=Excellent

**I. Reservations procedures, Visit Checklist and pre-visit arrangements:**

Were our written and/or phone communications clear and useful? NI\_\_\_ F\_\_\_ G\_\_\_ VG\_\_\_ Ex\_\_\_  
Comments:

Did the "Checklist for a Waikiki Aquarium Docent-Assisted Visit" give you a clear understanding of the logistics and procedures of a docent-assisted visit? Was it helpful in planning your visit and preparing students, chaperones and other teachers for the program? \_\_\_yes \_\_\_no NI\_\_\_ F\_\_\_ G\_\_\_ VG\_\_\_ Ex\_\_\_  
Comments:

**II. Curriculum materials:**

**For either pre or post visit activities, did you use the Waikiki Aquarium TIP (Teacher Information Packet) enclosed with our confirmation letter? \_\_\_yes \_\_\_no. How did you feel about these materials?**  
NI\_\_\_ F\_\_\_ G\_\_\_ VG\_\_\_ Ex\_\_\_ Comments:

**III. CLASSROOM PRESENTATION:** Did the presentation in the classroom meet your expectations and objectives?  
NI\_\_\_ F\_\_\_ G\_\_\_ VG\_\_\_ Ex\_\_\_ Comments:

Was the classroom presentation appropriate for your students' grade level? NI\_\_\_ F\_\_\_ G\_\_\_ VG\_\_\_ Ex\_\_\_  
Comments:

Please comment on the classroom docent's teaching skills and ability to interact with your students.  
NI\_\_\_ F\_\_\_ G\_\_\_ VG\_\_\_ Ex\_\_\_ Comments:

**IV. DOCENT-GUIDED TOUR:** Was the tour appropriate for you grade level and did it meet your expectations and objectives? NI\_\_\_ F\_\_\_ G\_\_\_ VG\_\_\_ Ex\_\_\_ Comments:

On the tour, did the docent give examples that illustrated the grade-level program theme? \_\_\_yes \_\_\_no.  
Please comment on the docent's teaching skills and ability to interact with your students.  
NI\_\_\_ F\_\_\_ G\_\_\_ VG\_\_\_ Ex\_\_\_ Comments:

**V. Post-Visit:**

Do you think your students will retain information and concepts presented? If so, please give specific examples.

Do you have any other suggestions for improvements or additions to our programs? Thank you for taking the time to fill out this evaluation!

Fold 1 -----

WAIKĪKĪ AQUARIUM  
EDUCATION DEPARTMENT  
2777 KALAKAUA AVE.  
HONOLULU, HI. 96815

Attention: School Program Coordinator

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