

CHECKLIST FOR A WAIKĪKĪ AQUARIUM SELF-GUIDED TOUR *School Groups*

We are looking forward to seeing you at the Waikīkī Aquarium! **BUT, PLEASE READ THIS ENTIRE CHECKLIST BEFORE YOU ARRIVE.** A careful reading will save time, prevent misunderstandings, and help you to have an enjoyable, safe and educational visit.

WHEN YOUR GROUP IS LARGER THAN 10 PERSONS

To move through the exhibits safely and effectively, we **require** that you:

- Divide into teams of ten or fewer individuals.
- Each team will start at a different exhibit in the Aquarium. To do this, make a copy of the attached map for each team and highlight a different starting place for each team.
- Teams will move through the exhibits counter-clockwise.

If you arrive without pre-planning this tour strategy, you will be asked to do so outside the Aquarium and your valuable touring time may be shortened.

BEFORE YOU ARRIVE

- PLEASE read **all** the materials in this packet.
- How many people? **We can only accommodate a total of 60 students and chaperones per hour.** If your group exceeds this number, you will need to reserve more than a single visit. Please call our reservations line if your group numbers change by more than five.
- Make copies of these materials for other teachers sharing your visit.
- We **require** at least one adult chaperone per ten students.
- Hold a planning meeting with adult chaperones prior to your visit to determine student teams, assign start points (see map) and plan tour strategy. **Be sure to give them the "Guidelines for Chaperones."**
- Provide sticky back type name tags for students (**PLEASE, NO NAME TAGS WITH PINS OR CLIPS**)
- Call for an optional preview visit. One teacher per classroom is complimentary.

PLEASE DISCUSS BEHAVIOR WITH YOUR STUDENTS. WE EXPECT COURTESY TO:

- 1) **One another-**
 - No running or roughhousing.
- 2) **Other visitors-**
 - Keep voice levels low, "library voices".
 - Patiently wait your turn at exhibits.
 - Walk behind people viewing videos.
- 3) **Animals and Plants-**
 - Do not tap on glass or sills of tanks.
 - For the safety of yourself and our animals, please keep hands and arms out of tanks - especially at the seal habitat.
 - Touch animals only with staff assistance.
 - Stay on pathways.
 - No climbing on rocks or trees.

Worksheets

If your students will be drawing or using worksheets, please ask them not to lean papers or clipboards against our easily scratched acrylic windows. We recommend a heavy piece of cardboard as a clipboard.

Group Fees?

Hawaii school group students are free.

Groups with preschool through grade 2 students are allowed one free adult for every five students.

Groups with students grade 3 and older are allowed one free adult for every 10 students. **Additional adults are \$6 each.**

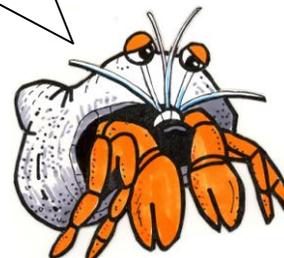
Non-resident school groups

Students, 0-4 years	free
Students, 5-12 years	\$2.00
Students, 13-17 years	\$4.00
Students, college	\$4.00
Chaperones	free

Groups with preschool through grade 2 students are allowed one free adult for every five students.

Groups with students grade 3 and older are allowed one free adult for every 10 students. **Additional non-resident adults are \$9 each.**

Donations in any amount further the Aquarium's programs in marine education, research and conservation. Checks may be made payable to the Waikiki Aquarium. Cash and purchase orders are also acceptable.



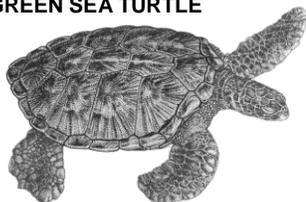
WHEN YOU ARRIVE

- Buses are not allowed to unload in our parking lot.** Have your driver stop in the unloading zone on Kalakaua Avenue. (See map.)
- Plan to arrive 10 minutes early** to allow time for unloading and checking-in.
- Have your student teams line up under the canopy** to the right (see map) of the main entry. **Do not block the Aquarium entry** and leave space on the sidewalk for other visitors to pass.
- Lead teacher may bring your confirmation letter to the Visitor's Service counter** to check in and take care of fees or donations. If there are people waiting in line, please bypass them.
- Give Visitors Service Staff the exact count** of students and adults in your group.
- Food/Drinks/Snacks/Picnics:** We cannot accommodate picnics on the grounds inside the Aquarium. **If available, you are welcome to use the fenced in front lawn located to the right of the parking lot as you are exiting the Aquarium.** There are also several picnic areas in Kapi'olani Park. If you cannot store lunches on your bus, please put them in boxes labeled with your group's name. Stack them on shelves in our classroom foyer (the blue door to the right of our main entrance.) Since we cannot be responsible for monitoring the area do not leave valuables. Please send adults only to retrieve the boxes, and do so quietly, as the classroom may be in use.
- Backpacks and large hand-carried items** make it awkward for students to move through our exhibits. Please leave these items in our classroom foyer to be picked up after your visit.

DURING YOUR TOUR

- TOUR STRATEGY:** Each team starts its tour at a different location in the Aquarium. To make your team **starting point assignments**, refer to the attached map.
- Each team should move **counter-clockwise**.
- Synchronize your touring to prevent bunching up in any one area.** Proceed into each exhibit area only when the preceding team has left it.

HAWAIIAN GREEN SEA TURTLE



- Please follow instructions or requests from Aquarium staff and volunteers regarding behavior or safety.
- End your tour on time.** Other groups may be waiting their turn.

AFTER YOUR TOUR

- Please exit all exhibit areas and reassemble your entire group on the lawn** Diamond Head of the Seal Habitat. **Keep the foyer clear for incoming visitors.**
- Restrooms:** While you are on the lawn, you may escort students to the restrooms in groups of ten or fewer. **Please leave at least two stalls open for other visitors.**
- In general the Gift Shop cannot accommodate students during their group visits.** We ask your assistance in explaining this policy and ask the students to do their shopping on another day. If your school is not on O'ahu and you would like your students to visit the gift shop, please call the education office to make arrangements.
- Pamphlets:** Please take only one set of pamphlets from our information rack.
- Please exit as soon as your group has used the restrooms.**

THANK YOU FOR COMPLETING THIS CHECKLIST.

IF YOU HAVE QUESTIONS OR IF YOU WOULD LIKE ADDITIONAL INFORMATION ON AQUARIUM EXHIBITS OR MARINE LIFE, PLEASE –

Call: 440-9011 for reservations

Write: Waikiki Aquarium
Education Department
2777 Kalakaua Avenue
Honolulu, Hawai'i 96815

e-mail: reservations@waquarium.org

Web Page: www.waquarium.org

And one more thing....

Plan to have fun!



GUIDELINES FOR CHAPERONES ON WAIKĪKĪ AQUARIUM SELF-GUIDED GROUP VISITS

Thank you for agreeing to chaperone a self-guided group visit to the Waikīkī Aquarium. The Aquarium and your teacher or group leader appreciate your help in creating a rewarding learning experience for your group. **And it's going to be fun!**

WHAT IS MY ROLE AS A CHAPERONE?

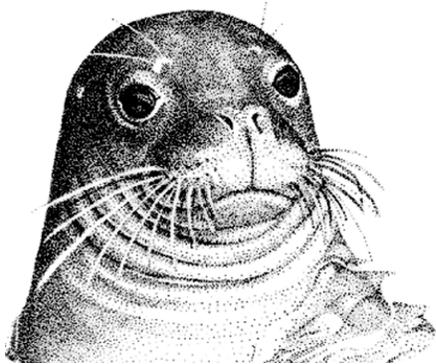
You will be leading a small team of students (10 or fewer) through the aquarium helping them observe and learn. **Be sure your team understands the following rules:**

1. **Move as a group, staying close to the chaperone at all times.**
2. **No running or rough-housing or climbing.**
3. **Use "library" voices.**
4. **Do not tap on exhibit windows or interactive displays. Good places for restless hands are the sills below the exhibits or in pockets.**
5. **Keep arms and hands behind the railings at the seal pool and out of the water at the Edge of the Reef exhibit.**
6. **Touch animals only when assisted by Aquarium staff or volunteers.**
7. **Food and drinks are not allowed in the indoor exhibit areas.**

HOW CAN I PREPARE FOR THIS VISIT?

Your teacher/group leader will provide you with a map of the Aquarium with a specific starting point for your team. Follow the arrows on the map **counter-clockwise** to avoid teams bunching up.

If the students are writing on work sheets or taking notes, ask them not to lean papers or clipboards against our easily scratched acrylic windows or graphics. We recommend a heavy piece of cardboard as a clipboard.



HAWAIIAN MONK SEAL

CHAPERONE TIPS

While leading your group, ask the students questions that encourage them to think, observe and compare.

- *What do you see? Have them describe plants and animals in the exhibit. Find names of animals and other information in the graphics.*
- *What is that animal doing? How do different animals swim? Eat? Hide? Defend themselves? Where do they get their oxygen?*
- *How are these animals the same? How are they different?*
- *What do you know? Ask the students to share their own knowledge. You will be amazed (and maybe amused) at the information they share.*
- *Try to involve everyone. Some children are eager to give answers. Others need more time and encouragement to participate.*

WHAT ABOUT QUESTIONS I CAN'T ANSWER?

Compliment them on a great question! Admit you don't know and encourage them to look for answers by observing the exhibits and reading the graphics. At the outdoor Edge of the Reef Exhibit, volunteers are available for questions. Write the question down so students can do library or other research later.

AFTER THE TOUR?

Know when your group's reserved time ends and move to the Aquarium lawn where you will meet the rest of your group.

RESTROOMS?

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

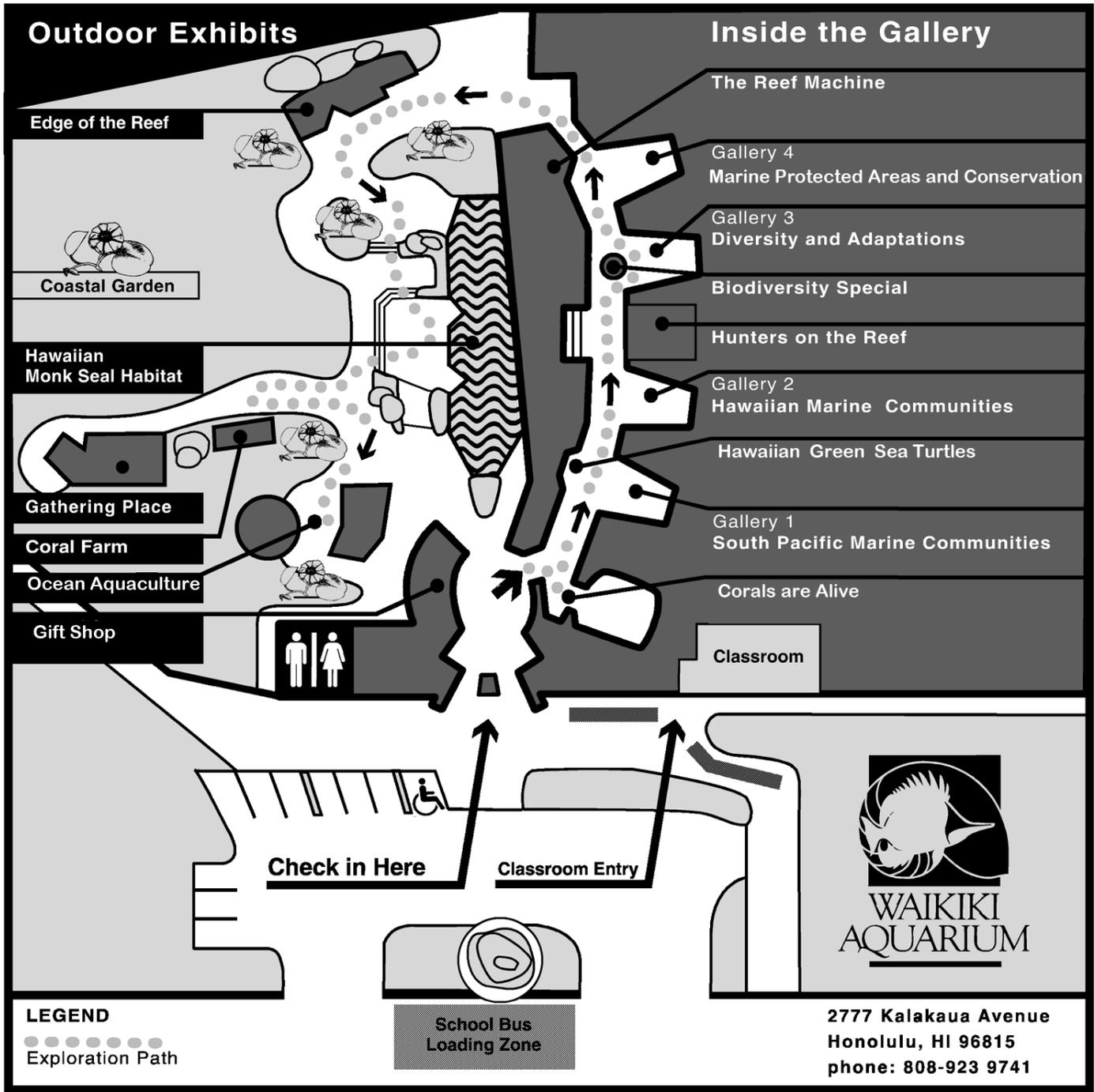
Gift Shop?

The shop cannot accommodate students on field trips. Ask them to return with their parents when there is more time for shopping.

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

THANKS AGAIN! ENJOY YOUR VISIT!





PLEASE MAKE A COPY OF THIS MAP FOR EACH CHAPERONE

ASSIGN A DIFFERENT START POINT FOR EACH TOUR TEAM –ROTATE COUNTER-CLOCKWISE

- Corals are Alive _____
- Gallery 1 _____
- Gallery 2 _____
- Hunters on the Reef _____
- Gallery 3 _____

- Gallery 4 _____
- Edge of the Reef _____
- Seal Habitat _____
- Coral Farm _____
- Aquaculture Deck _____