



AS₂I Teacher Toolkit

Scheduling

It is each school's (teacher) responsibility to schedule the field trip. To check date availability, go to www.AltamonteIncubator.org and click the Calendar button below the photos. Click the Reservations button to fill out and submit the School Group Reservation Form. You will be contacted within 48 hours to confirm your reservation. If you do not hear from us in that time or if you need additional information, please contact Tina Legg at (407) 571-8744.

Cost

There is no charge for the AS₂I program from the City; however, schools must arrange and pay for their own transportation to both facilities. Please work with your bookkeeper and administrator to determine the transportation cost. The City is not responsible for transportation.

Buses

Transportation arrangements must be made by the school. Please work with your bookkeeper and administrator to schedule the bus/es for the duration of the trip. Teachers are to group students by bus with a maximum of 25 per group and 75 per bus to ensure students arrive at the correct location to begin the activities. Buses must stay on location throughout the day and will be used to transport students between Lake Lotus Park and the Water Reclamation Facility. Buses will enter Lake Lotus through the main gate and will be directed to the main pavilion. Each teacher is to confirm departure time with AS₂I staff upon arrival.

Facility Addresses:

- Lake Lotus Park—1153 Lake Lotus Park Road, Altamonte Springs, FL 32714
- Water Reclamation Facility—950 Keller Road, Altamonte Springs, FL 32714

Special Needs

Provisions can be made for students in wheelchairs or with other special needs, depending on the student's limitations. Please submit special requests on the message section of the School Group Reservation Form when making the reservation for the trip. Arrange for a handicapped accessible bus if needed. Please plan for an additional chaperone to be with each special needs student throughout the trip. If a student needs to be transported by a parent/guardian due to limitations or special transportation needs, arrangements must be made in advance.

Chaperones

Arrange for 2 chaperones per group of students. Students MUST be divided into 3 equal groups per facility (no more than 25 to a group), therefore you will need 6 chaperones at each facility. There must be 2 school based personnel per trip because students will be at 2 sites during the visit. Chaperones will be required to supervise, monitor behavior and discipline the students, if necessary, in their assigned group.

Clothing

Students are required to wear long pants with socks that cover the ankles and closed-toed shoes. Sneakers are best. This is a health and safety precaution to protect the students from insects, poison ivy and scratches. It is

also for their safety at the Water Reclamation Facility and Lab. Student may have a chance to enter the water to collect samples. Although we do provide rubber boots, wearing “not their best” clothes is recommended. Tank tops, sleeveless shirts, sandals and flip flops are not permitted under any circumstance. For your safety and comfort, teachers and chaperones should follow the student dress rules. Perfume, scented soaps, makeup and hair products attract insects and are not recommended.

Weather

The program is rain or shine. Students should be directed to bring rain gear in case of rain and should be dressed properly for cool weather. In case of severe weather, AS2I staff will contact the school to reschedule the trip.

Lunch

Students should be prepared to bring lunch. Students on free/reduced lunch should be provided a bagged lunch from school. No refrigeration, heating or food for purchase is available so please make sure all students have lunches before leaving the school. Teachers are advised to bring their students’ lunches, clearly identified for each student, in a cooler or box. All students will eat at the same location, but at different times. Lunches must be separated into two groups; one group for students at Lake Lotus in the morning and the second group for students at Lake Lotus in the afternoon. All lunches should be placed on the buses destined for Lake Lotus as the first stop. Gum and candy are not permitted at either location. There are no soda (or other drink) machines available but water will be available at all times.

Water

Water will be supplied to all in attendance in the form of a water bottle that the students may refill during the day and will be allowed to take with them upon completion of the program.

Medical Issues

Student prescription medicine should be carried and administered by teachers only. Minor first aid is available.

Insects

The mosquito population varies with rainfall, time of day and season. There may be chiggers, ticks and fire ants. Insect repellent must be applied at home as it may not be applied at school or at either program location.

Name Tags

It is suggested that the students wear easy to read color coded (by group) name tags.

Electronics

All electronic devices, including cell phones, should be secured or left on the buses. Cell phones are not permitted to be out during the field trip except in cases of emergency.

Photos

Photos may be taken during the field trip to document observations. If there are students who are not approved for photos, please assemble them in one group so photos of that group can be avoided.

Quizzes

Module quizzes are included in the student handbook, which is distributed upon arriving on the fieldtrip. The quiz is aligned with the module standards and may be used as a teacher tool to measure understanding post-fieldtrip.