

DEAR EDUCATOR:

Thank you for booking a National Aquarium Outreach Program. We are very excited that you have chosen one of our many education programs and we look forward to visiting your school. This year, we have added three new Outreach Classroom Programs: *Surviving in Habitats*, *Jellies: Graceful Invaders*, and *Oyster Reef*.

Included in this packet is information that will help you to plan for your Outreach Program.

Outreach Program Logistics

This section provides important information on outreach policies and logistics including what to do in case of inclement weather.

Expectations for Parent Volunteers

In order to help your parent volunteers feel more comfortable in their important role, we have put together a list of suggestions and teaching tips. Please make copies and distribute to your volunteers prior to your Outreach Program.

Scheduling Your Day

This section includes important information on how to set up a schedule for your Outreach Program as well as suggestions on what to do before and after your Outreach Program.

Teacher Booklet

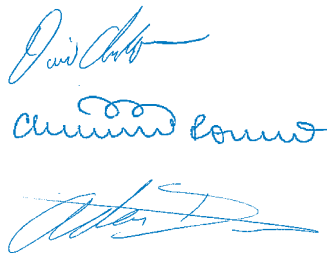
We have included a teacher booklet designed to help you introduce your Outreach Program theme to your students. All activities are correlated with the Maryland Voluntary Curriculum. Additionally, this booklet has more detailed information to help you prepare and create a schedule for your Outreach Program.

Online Resources

The Aquarium has many publications and online resources available to help you make the most out of your Aquarium Outreach Program and to bring more science into your classroom. An extensive list of free resources is available on the website at aqua.org.

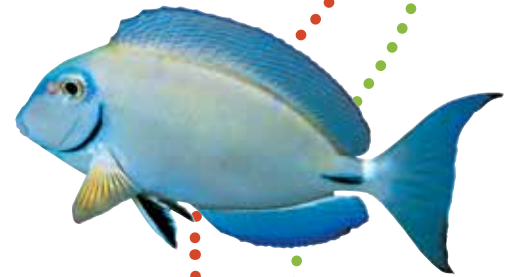
In addition to Outreach Programs, the Aquarium offers a variety of on-site programs and teacher workshops. To view all of our educational opportunities, please visit aqua.org.

Thank you again for choosing the National Aquarium.



David Christopher, Christina Romano,
and Adam Draa

*The Education Programs Department
National Aquarium*



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OUTREACH PROGRAM LOGISTICS

The Aquarium staff will arrive at your location no later than 15 minutes before the scheduled program start time listed on your contract. The Aquarium staff have cell phones and will contact you if traffic or unforeseeable conditions prevent a timely arrival.

Because of animal health issues, we cannot guarantee specific live animals for any one program. Appropriate substitutions will be made.

Contract and Teacher Packets

A contract will be mailed to your school after you have booked your program. Program payment is due in full 21 days before the program date. Programs can be cancelled up to 21 days before the program date without penalty and all paid fees will be refunded. Programs canceled within 21 days of the program will forfeit all program fees. Any programs that have not been paid 21 days before the program date will be cancelled.

Inclement Weather

In the event of inclement weather, the Aquarium staff may need to cancel or reschedule your program. If the program needs to be canceled or rescheduled, an Aquarium representative will contact you as soon as this determination has been made. If for any reason your school is delayed or closes on the day of your Outreach Program, please contact the Aquarium Outreach staff immediately at 410-659-4279. If Baltimore City Public Schools are closed or delayed, the Aquarium Outreach staff will be unable to visit your school. We will contact you with information regarding rescheduling.

Scheduling Your Day

The Outreach team will contact your school approximately two weeks before the program to go over scheduling and travel directions. Further information on scheduling can be found on the Scheduling Your Day page included with this packet.

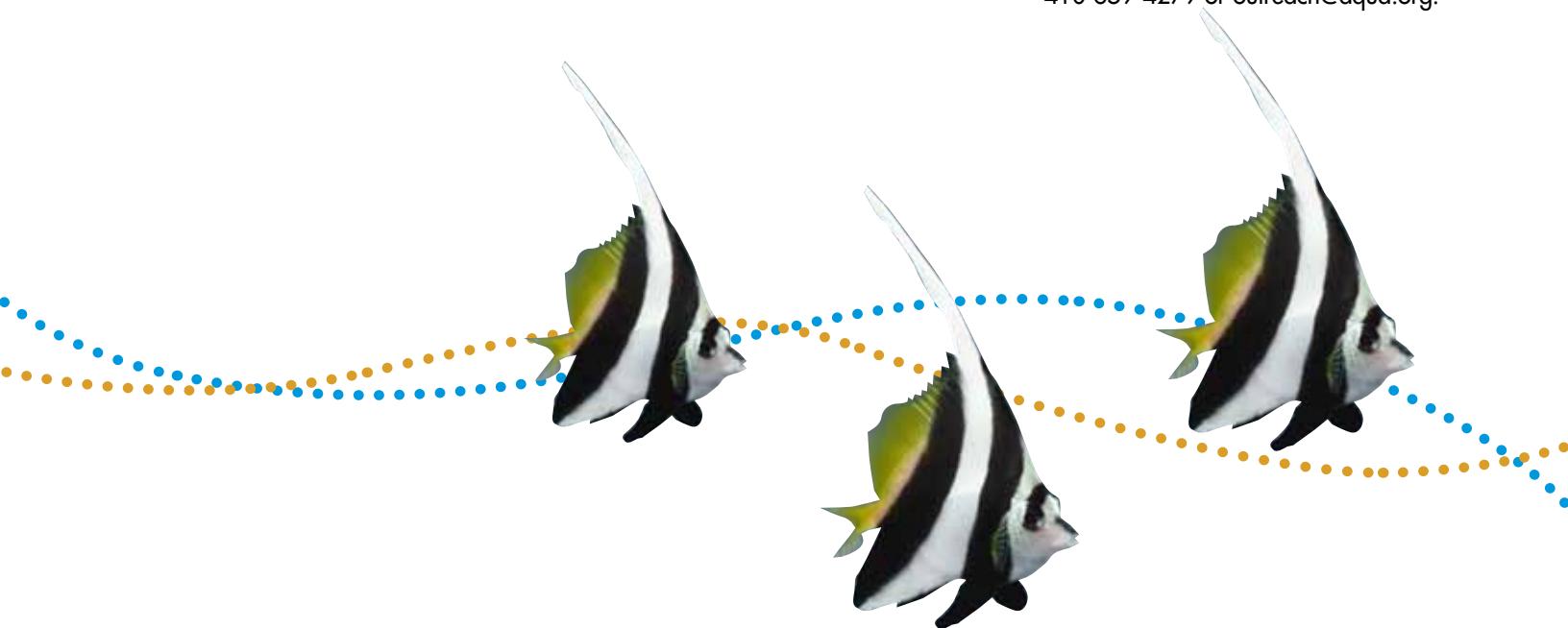
Please have a copy of the day's schedule available for Aquarium staff upon arrival. If you would like the Aquarium staff to review your schedule, please fax it to 410-659-0116 attn: Outreach, or email it to outreach@aquarium.org.

Parent Volunteers

Although only some of the Aquarium's Outreach Programs require parent volunteers, we encourage parents to take part in all of our programs. Please consult the page on Parent Volunteer Expectations or the Scheduling Your Day page for more information. Parent volunteers taking part in the Outreach Program should arrive 45 minutes prior to the start of the program to allow time for training. You may prefer to have two sets of parent volunteers – one set for morning sessions and one set for afternoon sessions. Appropriate training will be provided.

Get the Most of the Outreach Program

Your school will receive a teacher packet once program payment is received. Please review the material in the teacher booklet as it contains important scheduling information, room set-up requirements and suggestions, and parent volunteer requirements for your program. The teacher booklet contains pre- and post-activities that can be done with your students. These activities were created with education standards in mind and will help your students get the most out of the Outreach Program. If for any reason you do not receive your booklet, contact the Outreach team at 410-659-4279 or outreach@aquarium.org.



PARENT VOLUNTEER EXPECTATIONS

You play an important part in making this Outreach Program an educational success and a memorable experience for the students. Being a parent volunteer is challenging, but also very rewarding. We hope these suggestions will make your task easier and more enjoyable. As a volunteer, you may be responsible for helping to monitor the students during the program and helping to interpret a table of educational props. Volunteers need to arrive at the Outreach Program location at least 45 minutes prior to the session to receive training on artifacts and teaching materials.

Your Roles as a Parent Volunteer

1. You are responsible for the behavior of your group.

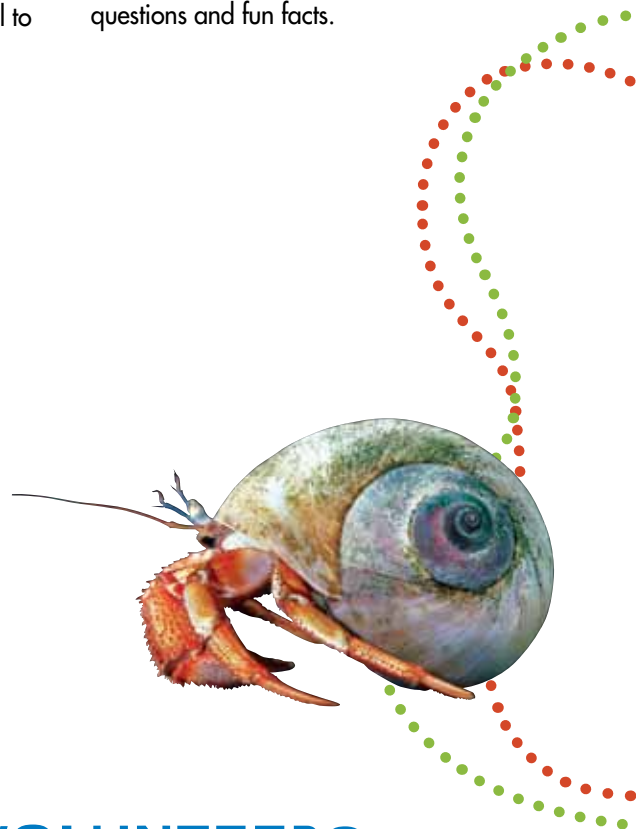
Please make sure that all students handle all of the Aquarium materials in an appropriate manner. In addition, make sure that the students in your group behave in a responsible manner and that students are mindful of the Aquarium instructor and respectful to their peers.

2. You help students learn.

Ask the teacher about the educational goals for the Outreach Program. Find out what students have learned or will learn in their class that relates to the program. Your job will be to guide the students through one station and actively engage students with questions and fun facts.

Outreach Program	Number of Volunteers
Rain Forest Theme Day	4-8*
Ocean Theme Day	4-8*
Chesapeake Bay Theme Day	4-8*
Life in the Tropical Rain Forest	4
Jellies: Graceful Invaders	4
Surviving in Habitats	4

* indicates that 4 volunteers will be needed for the morning session and 4 volunteers for the afternoon session. If only a half day is booked only 4 volunteers will be needed. Additional volunteers are always welcome.



TEACHING TIPS FOR PARENT VOLUNTEERS

During the Outreach Program you can help your students learn about the program's theme. Here are some tried and true ways to focus the attention of your group.

1. Ask thought-provoking questions.

Use the pictures and information provided by the Aquarium staff to inspire ideas for thought-provoking questions. Finding the correct answer is not as important as thinking creatively about the question. It is useful to ask "why" and "how" questions.

2. Point out objects, artifacts, and graphics.

Make sure that students have seen most of the materials on the tables. Point out objects that they may have missed. If any one student is monopolizing an artifact or graphic, ask that student to share the object with other students. It is helpful to direct students to compare and contrast artifacts on the table and have students point out reasons for any differences.

3. Involve all the students in your group.

Wait for answers. Do not worry if some students take what seems like a long time to answer you. Do not let one or two especially eager students get all the attention.

4. Use the Aquarium staff.

Every Outreach Program will have at least one Aquarium instructor present. If you have any questions about the program or the materials, ask the Aquarium instructor(s). They will be happy to assist you.

NOTE: Please copy this information and distribute to all of the parent volunteers.

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SCHEDULING YOUR DAY

Before Your Program

Your school will receive a program booklet. This booklet will contain background information on your program as well as pre- and post- trip classroom activities. We recommend conducting the pre activities with your students the day before the program. These activities prepare students for the program and allow them to get the most of the Aquarium Outreach Program.

Day of the Program

- Please have a copy of the day's schedule available for Aquarium staff upon arrival. If you would like the Outreach staff to review your schedule, please fax it to 410-659-0116 Attn: Outreach, or email it to outreach@aquarium.org. More information on creating schedules can be found below.

- We request a 1-hour break midday for our staff to eat lunch and for the animals to rest. We can also train the afternoon team of parent volunteers during this time.

- All students participating in an Aquarium program should arrive five minutes prior to the start of the program. This allows the program to start on time.

- Make sure you have the requisite number of parent volunteers. Parent volunteer information can be found Parent Volunteer Expectations page and in your program booklet. Parent volunteers should arrive 45 minutes prior to the start of the program to allow time for training.

- Because of animal health issues, we cannot guarantee specific live animals for any one program. Appropriate substitutions will be made.

After the program

Your teacher booklet also contains post activities that allow students to apply what they learned during the Aquarium Outreach Program.

Within two weeks of the Outreach Program your school will receive a link to an online survey about your program. This survey helps us to improve our programs and to serve our customers better. Please take a minute to fill out the survey, and feel free to forward it to any other teachers involved in the program.

Sample Schedule for Classroom and Pre-K-K Programs

This is a sample schedule. Times should reflect your program needs, start times and number of programs found on your contract.

Time	Teacher	Classroom
10:00	Ms. Teacher 1	Classroom 001
11:05	Mr. Teacher 2	Classroom 001
12:10	Mrs. Teacher 3	Classroom 001

Outreach prefers to set up in a dedicated classroom that can be used throughout the day. However, many of our programs can be moved between classrooms. Unfortunately, *Life in Tropical Rain Forest*, *Surviving in Habitats* and *Jellies: Graceful Invaders* require substantial set up and therefore need to be in a dedicated space.

Sample Theme Day Schedule

This is a sample schedule. Times should reflect your program needs, start times and number of programs found on your contract.

Auditorium Programs		Discovery Labs	
Time	Program	Time	Program
9:00-10:00	K-2	9:00-9:30	Aquarium staff set up lab
		9:30-10:00	Train morning set of parent volunteers
10:00-11:00	3-5	10:00-10:20	1st grade
		10:25-10:45	1st grade
		10:50-11:10	2nd grade
		11:15-11:35	2nd grade
		11:40-12:00	3rd grade
		12:00-1:00	Lunch, rest animals, train afternoon volunteers
		1:00-1:20	3rd grade
		1:25-12:45	4th grade
		1:50-2:10	4th grade
		2:15-2:35	5th grade
		2:40-3:00	5th grade

The theme day program requires two spaces. Space is needed for the two large group programs. These programs can seat up to 250 students at a time. Space is also needed for the discovery labs. Discovery labs require a considerable amount of set up and need a dedicated space that can be used all day.