



Altamonte Springs SCIENCE INCUBATOR

Teacher Toolkit

Scheduling

It is each school's (teacher) responsibility to schedule the field trip. To check date availability, click on the Calendar button at the top right corner of the AltamonteIncubator.org page; then proceed to the School Group Reservation Form located at the bottom of the "About Us" page. "About Us" page can be reached by clicking on the button at the top left corner of the page. Complete the reservation form and submit. You will be contacted within 48 hours to confirm your reservation. If you do not hear from us within 48 hours of placing your reservation, or if you need additional information or assistance, please contact Tina Legg at (407) 571-8744.

Cost

There is no charge for the AS₂I program; however, there is a transportation fee per student assessed by the school. 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 for the duration of the trip. Students should not report to class but should meet at one location convenient to the bus pickup as they arrive on campus. 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 will 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. Buses should be loaded for return to school approximately one hour prior to school dismissal. 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.

Chaperones

Arrange for two (2) chaperones per 25 students as required by the School Board Policies and Procedures. There must be two (2) school based personnel per trip because students will be at two (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. 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 in a clearly marked cooler or box per bus. All students will eat at the same location, but at different times, so do not combine lunches for students on different buses. 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 name tags.

Electronics

All electronic devices, including cell phones, will be left on the buses. Please make arrangements to have all electronic devices bagged and marked for identification.

Photos

Photos will be taken during the field trip to document observations. If there are students who are not approved for photos, please assemble them together in one group so that those photos will not be uploaded to the website.