

Field Trip Day Information Sheet

Before You Leave School

- Does each chaperone know who is in their group and the schedule for the day?
- Do you have all of the money collected from the chaperones?
- Do you have one form of payment for the remaining balance due, made payable to Blount Mansion Association?

At the Blount Mansion

- Please arrive 10-15 minutes before the scheduled program. If you're delayed, please call 865-525-2375 to notify the Blount Mansion Association staff.
- Have the bus driver drop the students off in the Visitor Center parking lot.
- Keep the students on the bus until the Blount Mansion Association staff has conducted a brief orientation.
- Have a school representative take the payment and the signed Code of Conduct form to the Visitor Center front desk.
- Unload any lunches onto the grassy meadow next in front of the Visitors Center, at the picnic tables, or at the end of the parking lot.

Before Departure

- Make sure all children and their belongings are accounted for.

GROUP BEHAVIOR RULES

Please read these rules to your group before the program begins.

1. Chaperones and students must stay together at all times.
2. Always walk, never run.
3. Use an inside voice and never talk over the Educators.
4. Food, gum, and beverages are allowed only in the picnic area after completion of the program.