



Teacher Orientation Packet

Welcome to
Historic Yates Mill County Park!



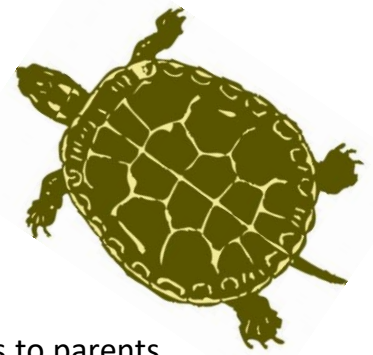
Thank you for choosing our park as your educational destination! Please look through this document before your visit, and share with other educators that will be attending. It contains the following pre-visit materials designed to help you prepare for your field trip:

- Teacher Field Trip Checklist
- Essential Information
- Chaperone Information Sheet
- Additional Educational Materials



Please contact the group program coordinator with any
questions: 919-856-5638
jack.singley@wakegov.com

Teacher Field Trip Checklist



Prior to Your Visit:

- Review the pre-visit information packet.
- Recruit adult chaperones. Groups must maintain a chaperone to student ratio of 1:10, but if the majority of the group is age 6 or under, the required ratio is 1:8.
- Send home permission slips , (if required) and chaperone guideline sheets to parents.
- If necessary, divide students into groups and assign an adult leader. The maximum group size allowed per program or mill tour is 30 people, including the required chaperones. The minimum group size allowed is 8 people, including chaperones.
- Create (or have students create) school name tags for each adult and student to wear that have the school name and teacher name on them.
- Review field trip guidelines and goals with your students.
- Remind students what to wear and what to bring for their visit. We operate rain or shine, so students may need hats, rain gear, and closed toed shoes. Be sure to bring water bottles and sunscreen.
- Arrange payment so it can be made with check, cash or credit card. Payment for field trips is due two weeks from when the invoice is sent out.
- Please inform us of any students with special needs when you make your reservation, or at least several days in advance of your program so that we may plan accordingly to ensure that every student has a great experience.

On the Morning of Your Visit:

- Be sure to allow enough travel time to arrive 15 minutes prior to your planned program start time. School programs last the amount of time stated. Please schedule additional time for bathroom breaks, lunch, snacks, etc. If your group is late arriving, your program will end at the scheduled time. Programs may need to be abbreviated in these instances.
- Give park maps, chaperone guides, and information sheet with the list of students to all chaperones.
- Hand out school name tags to everyone.
- Pack lunch boxes or coolers for easy transportation and storage.
- Review directions with the bus driver(s).
- Obtain final counts of students, chaperones, and teaching/school staff to share with park staff upon arrival.

Upon Arrival:

- Have the buses pull up to the loop in front of the A.E. Finley Center for Education and Research.
- Instruct everyone to remain on the bus. Park staff will greet you and they will review the rules and other pertinent information. You will receive a timed schedule for your visit, plus a field trip feedback form.
- Provide the final counts of students, chaperones, and teaching/school staff to park staff.
- Park staff will direct you to let students off of the bus. Students will then need to be divided by their designated groups (if applicable).
- Once unloaded, buses should park on the far end of the parking lot in the bus parking spaces.

Essential Information

Educator's Guide:

- Find details about your selected programs [here](#) including information regarding curriculum correlation.

Lunch:

- You may bring lunch to eat at the picnic tables in the park. In the event of rain, it may be possible for your group to eat under the Finley Center's covered back porch and/or inside the park center. Lunch items may be temporarily stored in the park's break room, with staff permission. Please note that refrigeration is not available and the park does not have ice, drink or snack machines.

Invoicing & Payment:

- Invoices will be sent within one week of your contact with the Group Programs Coordinator. Program fees are due within 2 weeks of the invoice date unless an alternate arrangement is agreed upon with park staff. We accept cash, paper and electronic check, and credit. Checks should be made out to "Wake County Parks". *All tour fees are forwarded to the non-profit group Yates Mill Associates, to cover ongoing maintenance and mill operations.*



Cancellations:

- All cancellations of organized group programs and mill tours require a written notice no less than one month prior to the date of the scheduled visit to qualify for a refund.

Weather:

- Rain or shine, the weather is fine! Please come prepared to be outdoors regardless. Trip cancellation for weather and related refunds will be authorized by park staff only. In the case of school delays, early releases or school closures, we will work with you to reschedule your group's visit.

Parking:

- Parking for cars is located outside the park center and there are bus parking spaces available. Students should be dropped off in front of the Finley Center at the center, before parking.

Essential Information Continued

Maps:

- Take a look at the [Historic Yates Mill County Park trail map](#). All programs and tours meet at the park center.

 = Picnic Areas

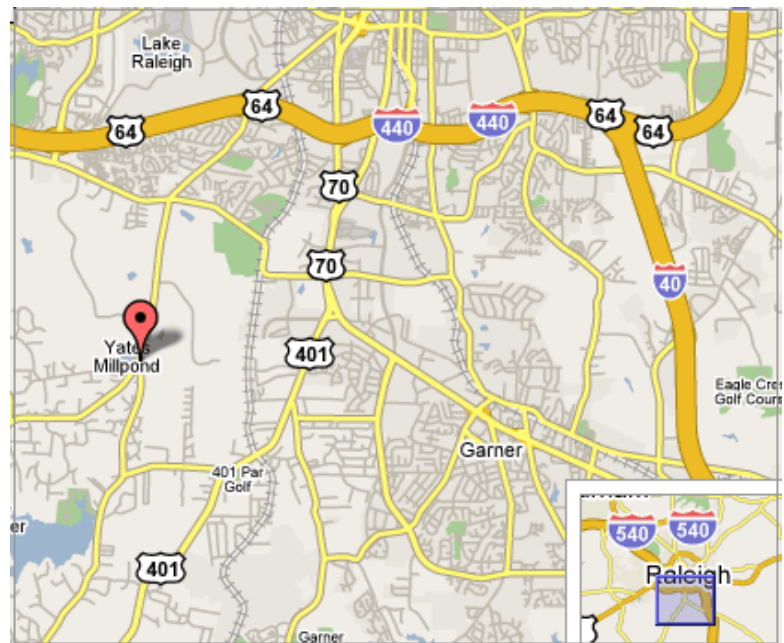
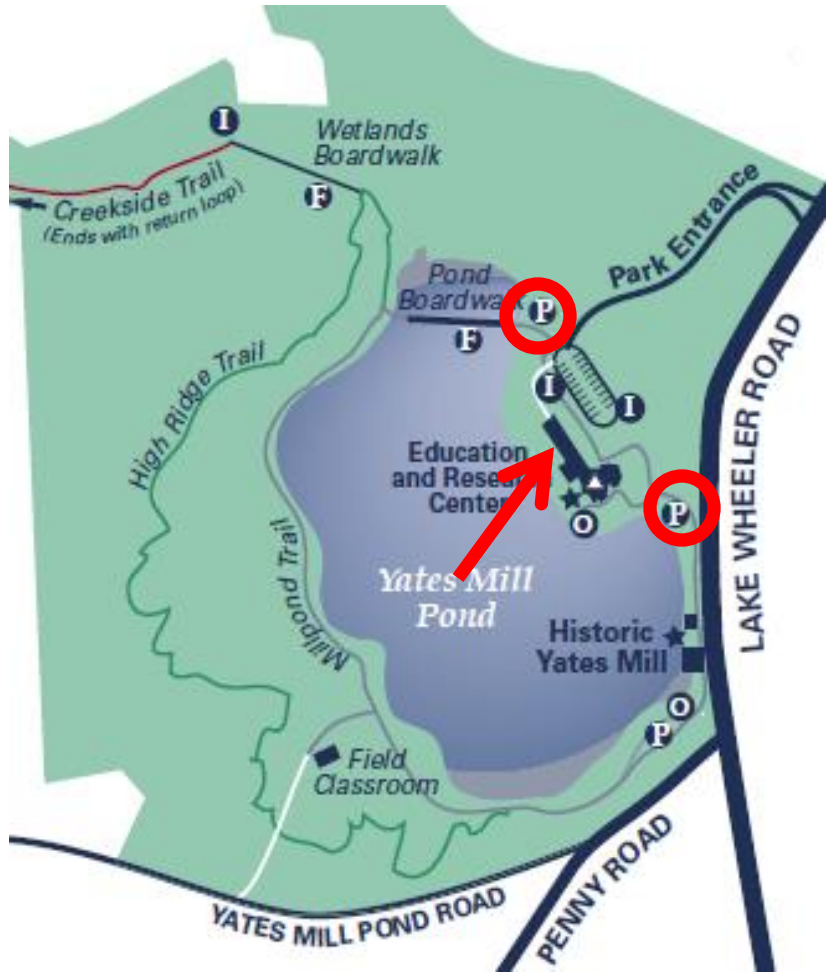
 = Meeting Area

Directions & Hours:

The park is open 7 days a week from 8:00 a.m. until Sunset. Closing times are Posted near the park entrance and online. The park's visitor center is open from 8:30 a.m. until 5:00 p.m.

- IMPORTANT:** Do not rely on Google Maps, Garmin or a Navigator App to get you to the park! If you search for "Yates Mill", it may lead you to the mill yard which is located at 4630 Lake Wheeler Road. The park entrance is located at **4620 Lake Wheeler Road in Raleigh**.

Get [directions](#) here.



All links in this publication may be found on our website:
www.wakegov.com/parks/yatesmill



Chaperone Information Sheet



Welcome to Historic Yates Mill County Park!

Dear Chaperone,

Thank you for choosing to be a chaperone for your group's field trip to Historic Yates Mill County Park! We are very excited for your visit. While chaperoning, we do ask for teachers and chaperones to assist programmers and tour guides with their designated groups. Your role as a leader in the group is very important. The information outlined here is to help you in that role:

- **We need your active participation to ensure students are acting in a respectful and safe manner and to enhance student learning during your visit. It is very important that you remain with your assigned students at all times and not let them run ahead or go exploring on their own.**
- **Please make sure to silence cell phones. Phone calls and texting should be avoided except in the case of emergencies.**
- **Please let students know you expect attentive listening during your visit. When appropriate, encourage students to ask questions. Reinforce good behavior with praise. Ask students for their opinions, thoughts and feelings as you go along.**
- **Be sure to dress for the weather and wear comfortable shoes. Remember sun protection such as sunscreen and a hat.**

Again, thank you for being a group leader. Together we can bring children closer to history and nature.

Please contact the group program coordinator with any
questions: 919-856-5638
Bianca.garner@wakegov.com

Additional Educational Materials

Pre-and Post-Visit Activities:

- We have created pre and post visit activities to correspond with your programs. These activities are important because they help introduce children to concepts they will learn at the park, and reinforces what they learn after their field trip.
- Find the Pre-and Post-Visit Activities here:
 - [Elementary School Pre & Post](#)
 - [Middle School Pre & Post](#)

Wildlife Identification

- We also have an online Natural Resources Inventory Database for the park where your students could look up the types of wildlife that are seen here in the park:
<http://wcnrid.wakegov.com/public.php>.



*A Yellow-Bellied Slider basks in the sunlight
down by the old mill stream.*

Thanks for choosing Historic Yates Mill County Park!