



AT THE LANSING SCHOOL DISTRICT

Equine Center for Learning

| Lansing, MI 48910 | 517-755-2175

Field Trip Handbook

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Scheduling A Field Trip

1. **Fill Out Online Form:** Please complete the online field trip form on our website or email ecl@lansingschools.net
2. **Select Curriculum:** Once the form has been received we will work with you to create a schedule and curriculum that matches the grade level and length of the field trip.
3. **Turn in Completed Forms:** All student, and chaperone forms **MUST BE COMPLETED AND TURNED IN A WEEK PRIOR TO YOUR FIELD TRIP DATE.** Please email the forms to ecl@lansingschools.net.

Field Trip Timelines

1. Half-Day Field Trips

Half-day field trips are scheduled on Thursday's with an arrival time of 9:30 A.M. and a departure time at Noon.

2. Full-Day Field Trips

Full-day field trips are scheduled on Tuesday's with an arrival time of 9:30 A.M. and a departure time at 2 P.M.

Please email ecl@lansingschools.net if your class with need a different field trip timeline.

Curriculum Options

The Equine Center for Learning has offered unique opportunities to Lansing learners for many years. Our programming supports the development of fundamental life skills such as responsibility, empathy, self-control and leadership. Our curriculum incorporates STEM, SEL competencies, and kinesthetic activities to help people of all ages to gain confidence, strength, fostering personal growth and life-long learning.

Once a field trip date has been scheduled we will work with you to create a curriculum that matches your students' goals, grade level, and interests!

What to Wear

At the Equine Center for Learning our students can experience field trips year-round! We have a heated indoor arena and red barn. However; please note that even though we do have heated areas within our facility because the areas are so large the temperature within the buildings can only reach 40 degrees or less depending on outside temperatures. Please have students dress accordingly when coming to the Equine Center for Learning.

1. Fall

- Long Pants
- Closed Toed Shoes¹
- Jacket

2. Winter

- Long Pants
- Close Toed Shoes¹ (ideally winter boots)
- Snow pants
- Winter Hat
- Gloves

3. Spring

- Long pants
- Close Toed Shoes¹
- Jacket

¹ Close toed shoe that will protect feet and toes. This includes tennis shoes or boots. No crocs, sandals, or flip flops.

Roles and Responsibilities

Here at the Equine Center for Learning we strive to provide a stress-free environment where students can flourish, build confidence, learn responsibility, and leadership all while working with our horses. Students will learn that connecting with a horse strengthens the body, fortifies the mind, and nourishes the soul. As you consider bringing your students to the Equine Center for Learning we have tried to layout expectations so that you understand what you are committing to before you arrive.

Chaperones

As a chaperone you may be assigned a group of students for the field trip. The lead teacher on the field trip will be responsible for choosing groups that best match the students' needs. During the activities you will be with an Equine Center for Learning staff member and potentially volunteers. A staff member will escort your group from each activity. However, you

may be responsible for supervising the small group on your own for a short period of time. We expect that you will act as a role model for students, participate in the field trip activities and help students follow the rules, and stay safe. To be a chaperone you must be at least 18 years old.

Teachers

To begin our field trips at the Equine Center for Learning we break students up into smaller groups so that they can better interact with our horses. Please be prepared to break students up into groups. Once the curriculum for the field trip is set we will be able to alert you to the groups that we will need. This may include pairs, four groups of five, five groups of four, etc. We understand that with potentially only one lead teacher that you may want to “float” between groups and activities. While some teachers may prefer to “float” we also have teachers that prefer to keep a handful of students in their group. Either option is fine, and it is up to you which option you choose.

During the field trip we expect that you will help activity supervise, and participate in activities at the Equine Center for Learning. At the Equine Center for Learning we have guidelines for managing student behavior in a positive manner. As the lead teacher you are the primary person responsible for behavior management, and the Equine Center for Learning staff will be serving as a supporting role. On the field trip the students will have activities that include horses, mini horses and mini donkeys. It is imperative that students listen and follow directions so that they can have a fun and safe field trip. Please encourage students to be respectful listeners to our staff during all times so that we can provide a safe field trip.

Forms

All forms must be completed and turned in a week before the schedule field trip date. Please send completed forms to ecl@lansingschools.net.

1. Student Form

- All students must complete the student permission form which includes a liability form, health form, and photo release.

2. Chaperone Form

- All chaperones must complete a liability form and background check.

3. Teacher/Assistant/Aide Form

- All teachers, student teachers, assistants, or aides must complete a liability form.