



Caterpillar Visitors Center Chaperone information & responsibilities

Educators: Please provide a copy of this document to each chaperone prior to your visit.

To familiarize yourself with the Caterpillar Visitors Center prior to your visit, please visit our website at Caterpillar.com/visitors-center.

Chaperone responsibilities:

- All adults accompanying a student group are considered chaperones.
- Chaperones are responsible for the behavior of students while at the Caterpillar Visitors Center.
- Review Caterpillar Visitors Center policies listed below prior to the field trip.
- Keep your group together throughout the duration of your visit.
- Bring a copy of the [Educator Resource Guide](#) to help you lead students through the galleries.
- **Review the rules with your students before your visit. Running, rough housing and climbing on displays and exhibits is prohibited. Students are welcome to sit in the cabs of the Caterpillar equipment where staircases are provided.**
- The Caterpillar Merchandise Center is located in the Caterpillar Visitors Center. The merchandise center offers a variety of field trip priced items between \$5 and \$10. Please advise students if you will allow time for shopping. Shopping may be done after the tour of the Caterpillar Visitors Center. Merchandise is not allowed in the galleries. The Caterpillar Visitors Center is not responsible for damaged or lost merchandise.
- Check with your educator/school representative to establish a meeting time and place for departure.

Policies and Additional Information:

- Large bags and backpacks will not be allowed in the Caterpillar Visitors Center. Please leave bags on the bus or in personal vehicles.
- Visitors are responsible for personal property.
- The Caterpillar Visitors Center does not offer a coat check; we suggest students and chaperones leave large coats in their transportation.
- For the safety of our guests, all persons and bags are subject to reasonable search and security checks.
- No food or drink is allowed in the Caterpillar Visitors Center.
- No pets in the building. Only guide dogs for the blind and service dogs for people with disabilities and working dogs in training are permitted inside.
- Photography is permitted in the Caterpillar Visitors Center. Please refrain from the use of cameras/video cameras in the theaters.
- Smoking is not permitted within the Caterpillar Visitors Center or on its property.
- The Caterpillar Visitors Center is fully handicap accessible.
- Shoes and shirts are required at all times.
- We highly recommend that sneakers or closed-toe, closed-heel shoes are worn in the facility. Sandals / flip flops are strongly discouraged.
- Restrooms are available on the main floor and the exhibit level.
- Exhibit hosts are available to assist with the scavenger hunts or answer general questions.



FIELD TRIP INFORMATION SHEET

Chaperone Name: _____

School: _____ Teacher: _____

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Students in group: *minimum of 1 chaperone per 10 students 8th grade through high school /minimum of 1 chaperone per 5 students pre-K through 7th grade*

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Departure time – meeting place:

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Important phone numbers:

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Notes:

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REMINDER: You are responsible for the students in your group. Students must remain with you at all times throughout the Caterpillar Visitors Center.