



Field Trip Planning Guide

Thank you for booking a field trip at the Pueblo Zoo! We are excited to host your group. Please review the following packet. It is designed to make your trip to the zoo enjoyable and as safe as possible.

How to Prepare for Your Visit:

1. Confirmation

- Make sure you have received, read, and replied to your confirmation email from the Education Administrator.
- **Note: Confirmation emails can take up to a week to be sent**

2. Chaperones

- There must be 1 adult chaperone per 10 children
- Teachers and school staff are FREE
- Additional, non-school staff will have to pay regular admission

3. Payment Policies

- Field Trips Only
 - If booking a Field Trip Only, payment must be made at the time of booking
- Field Trips with a Program
 - Field trips with programs must be paid prior to or on the day of your trip
 - Day of payment must be in the form of cash or card. **No checks will be accepted.**
- How to Prepay
 - Send pre-payment by mail at least 2 weeks prior to visit: 3455 Nuckolls Avenue, Pueblo, CO, 81005
 - Pre-payments at the zoo in person should be done Monday - Friday 9:00 a.m. – 4:00 p.m.
 - Pre-payment using a card can be made on the phone by calling 719-561-1452 x 125

What to Know the Day Of:

1. Parking

- Bus Driver
 - Busses are allowed to pull up to the curved area of the zoo parking lot to unload students (marked on map). Once students have unloaded, busses must park on the right side of Zoo Ave, near the golf course. We recommend parking before the turn into the zoo for easier pickup.
 - Bus drivers can enter the zoo for FREE



- Chaperones
 - Parent chaperones may park in the zoo parking lot. Due to the high volume of field trips in April and May, please be aware that the lot may fill up. If this does occur, parents may park on the side of the road through City Park.

2. Arriving at the Zoo

- Stop bus in the designated area to unload and organize students
- Send 1 staff member to check-in your group prior to bringing in students
- Classes should unload from busses only after their teacher has checked them in
- Due to limited space at our entrance, we ask that you please organize your students prior to entering the gates

3. Expectations

- Please Stay with Your Group
 - An adult must accompany students at all times
 - You may visit the gift shop with your students, but please no more than 10 students in the gift shop at a time
- Be Courteous and Respectful of Other Visitors to the Zoo
 - The zoo is a very busy place during the school year and there will likely be other school groups and visitors here the day of your field trip. Please make sure that students respect the other guests by using quiet voices when indoors and staying off of exhibit railings.
- Please Help Protect our Animals
 - Do not allow students to disturb the animals by tapping or hitting the glass of any exhibits
 - Students may not feed animals any unapproved food items
 - Do not allow student to drop anything into an exhibit
- Leave No Trace
 - Please make sure to leave the zoo the way that you found it when you arrived. Dispose of trash appropriately and please remind students not to pick any foliage (leaves, flowers, etc.) around zoo grounds
- Be Prepared
 - Please ensure all individuals (teachers, chaperones, bus driver, etc.) are aware of your field trip schedule. Zoo staff may not be knowledgeable about the exact whereabouts of your group and we cannot guarantee that we will be able to contact them.
 - Write down meeting times, locations, and bus information
 - Be familiar with the zoo rules and expectations

4. Lunch

- We do not have secure lunch storage facilities, but you may keep your lunches in the public hallway of our administration building
- You are free to eat lunch on zoo grounds; however, we do not have any free covered facilities available. All open, grassy spaces in the zoo operate on a “first come, first serve” basis, so if you would like to ensure a lunch spot, contact our Rental Coordinator to reserve one of our on-ground pavilions (719-561-1452 x 128 or cmendoza@pueblozoo.org)

5. Need to Cancel or Reschedule?

- Please contact our Education Administrator (719-561-1452 x 125 or ahafer@pueblozoo.org)

6. Important Information!!

- Safety Procedures
 - If alerted to an emergency while on grounds, please listen to the announcement, find the nearest building, and wait for further instruction from staff
- Bathrooms
 - We have bathrooms located in our administrative building, Ecocenter, World of Color, and near the Safari Café
- Water Fountains
 - Water fountains can be found in our administrative building, Ecocenter, and World of Color
- Food/Drink
 - There are some snack and drink options available in the gift shop for purchase
 - Our Safari Café is open seasonally and may not be open during the time of your visit
 - April – May: Fri – Sun, 10am – 3pm
 - Memorial Day – July 31st: Daily, 10am – 4pm
 - August: Fri – Sun, 10am – 4pm
 - September – March: Closed

- Field Trip Chaperone Coupon →



**Pueblo
ZOO**

**Empower. Engage. Conserve.
Exotic animals!**

**Beautiful family-friendly grounds!
Open 7 days a week, year-round!**

\$2 off

**Admission for
field trip chaperones**

Limit one coupon per family. Present this coupon at the zoo entrance and receive \$2 off general admission for each person in your party. Coupon must be surrendered at time of ticket purchase.

Valid for single day admission only. Not valid for special events and cannot be combined with any other offers. No cash value.