



FOSSIL RIM WILDLIFE CENTER

TRIP LEADER/ORGANIZER RESOURCES

BEGIN THE COUNTDOWN TO YOUR VISIT!



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IMPORTANT POLICIES

WEATHER POLICY

Fossil Rim will notify groups of severe weather forecasts at least 24 hours prior to the program and a decision will be made at that time to cancel or reschedule.

Weather caused rescheduled programs will not be charged additional fees and canceled programs will receive a full refund if they are canceled by Fossil Rim.

DAMAGES/ CLEANING FEES

Groups agree to pay replacement or repair costs for all damages, breakage, loss, vandalism, and/or defacing that may occur from any member of the group that attends a Fossil Rim program.

In addition, Fossil Rim reserves the right to charge a \$100 cleaning fee per facility and \$200 for grounds that are left unclean.

LATE ARRIVAL/CANCELLATION POLICY

If your group arrives late to the scheduled program, the end time will not be extended. Late arrivals are at risk for subtracting time away from program/tour times.

If you must cancel or reschedule your program before the start date:

- 21 days or more = Full refund
- 14-20 days = Partial refund excluding the deposit
- Less than 14 days = No guaranteed refund.

GROUP SUPERVISION POLICY

Adults and chaperones are responsible for monitoring the behavior and safety of the group at all times. Adults and chaperones should be engaged with their group and are not permitted to leave their group unsupervised even if Fossil Rim Staff is present.

Fossil Rim reserves the right to ask for the removal of youth/children or adults/chaperones from a program. Any participant removed in this manner will not be permitted to return and their cost of attendance will not be refunded.



PLANNING PRO-TIPS

#1

Organize groups into 10 total people (9 participants + 1 chaperone). This ensures that our 20-seat or 30-seat tour buses can accommodate everyone.

This will also aid in navigating bathroom breaks and splitting groups for other activities.

#2

Aim to arrive 15-30 minutes earlier than your program time. Arriving early helps ensure your group doesn't miss out on activities, and allows time for traffic and restroom breaks.

#3

The maximum capacity for Nature Store and Animal Discoveries is ~30 people. Please consider this when preparing for free time and restroom breaks.

#4

Work with your participants on completing the shared preliminary and post visit activities! These activities are designed to enhance your visit.

#5

Let us know about any mobility concerns or ADA needs as soon as possible; some areas of the park can be difficult to navigate.

#6

Make sure to pack a lunch!
LUNCH IS NOT PROVIDED WITH PROGRAMS nor can our Cafe accommodate large groups.
Lunch can be held at the Overlook picnic benches. In poor weather, we may not be able to provide covered eating areas

#7

Communicate a general schedule for the day with all chaperones or staff. This way everyone has an idea of what the day will entail.



PLANNING CALENDAR



3 WEEKS BEFORE YOUR TRIP

- Submit initial deposit or coordinate payment with Fossil Rim staff



2 WEEKS BEFORE YOUR TRIP

- Confirm the total amount of participants
- Submit full/final payment**



1 WEEK BEFORE YOUR TRIP

- Share the Fossil Rim Photo Release and Waiver Form with all participants, adults/chaperones included*
- Ensure the Fossil Rim Environmental Engagement Policy Agreement has been signed and returned to us
- Begin the pre-program activity for your program (if applicable)



2 DAYS BEFORE YOUR TRIP

- Check weather to ensure participants are prepared with jackets, rain coats, and/or water bottles (we will reach out to you in extreme cases)
- Prepare rosters for group(s) along with copies of the Fossil Rim Chaperone Guide Worksheet



DAY OF YOUR PROGRAMS

- Ensure all participants have turned in a Photo Release and Waiver form and the Policy Agreement*
- Double check arrival location
- Aim to arrive at least 15-30 minutes earlier than your programs scheduled start time

* NOTE: Only Day programs & Overnight programs are required to submit both the Agreement and Release/Waiver Form. All other programs just need a signed Agreement from the group leader.

**We do not provide refunds for cancellations or changes in numbers once full payment is received.



ARRIVAL INFORMATION

- **ARRIVE 10-15 MINUTES BEFORE YOUR SCHEDULED PROGRAM.**
 - **ALWAYS DOUBLE CHECK IF YOU ARE TO MEET STAFF AT THE FRONT GATE, OVERLOOK OR OUR ENVIRONMENTAL ENGAGEMENT COMPLEX**
-

FRONT GATE ARRIVAL INSTRUCTIONS:

- **ADDRESS:** 2299 County Road 2008, Glen Rose, TX, 76043
- If you are arriving in a bus, please park in the most convenient place without blocking traffic.
- You will either check-in with a staff member at the Admissions Building or they will come out to greet you. Before unloading participants, this is the best time to finish payment and turn in any required forms.



OVERLOOK ARRIVAL INSTRUCTIONS:

- **ADDRESS:** 1789 County Road 2009, Glen Rose, TX, 76043
 - Staff will be waiting for your group to arrive. If you do not see a staff member, please call your primary contact/organizer.
 - If you are arriving in a bus, staff members will open the gate for buses to park inside. They are free to park long-ways across 2 parking spots.
 - All other cars will not be let into the gate, they must park in the general parking lot.
 - Check-in with a staff member before unloading participants; this is the best time to finish payment and turn in any required forms.
-

ENVIRONMENTAL ENGAGEMENT COMPLEX ARRIVAL INSTRUCTIONS:

- **ADDRESS:** 1985 County Road 2009, Glen Rose, TX, 76043
- Staff will be waiting for your group to arrive. If you do not see a staff member, please call your primary contact/organizer.
- Upon arrival you will be directed to our Activity Center/Cabins to unload your items. After unpacking vehicles, please return them to our office parking lot.



FOSSIL RIM DO'S & DON'T'S

PRIOR TO YOUR VISIT REVIEW THESE GROUND RULES WITH YOUR GROUP.

DOS

- Understand that Fossil Rim animals are free roaming; we may not be able to see all of the animals during the tour.
- Be respectful of other guests, group members, Fossil Rim Staff, and the animals.
- Stay with your assigned group at all times.
- Listen to Fossil Rim Staff, chaperones, and/or teachers for directions.
- Clean up after yourself and others during lunch and activities.

DON'TS

- Do not touch the animals. They like their personal space, just like we do.
- Do not feed the animals outside food. Only feed them the food Fossil Rim provides you.
- Do not scream or yell at the animals. This could scare them.
- Do not pick or take any flowers, plants, trees, rocks, or fossils.

**MOST IMPORTANT DO:
HAVE FUN!**





FOSSIL RIM ACTIVITY RULES

PRIOR TO YOUR VISIT REVIEW THESE GROUND RULES WITH YOUR GROUP.

SAFARI TOUR BUS RULES:

- Stay seated while the vehicle is moving. When the vehicle is stopped you can stand up and move side to side.
- You will only receive one cup of food for the tour. Use it sparingly.
- Do not yell or scream on the tour, it could scare the animals.
- If you drop anything off the bus, let your tour guide know.



GIRAFFE FEEDING RULES:

- Hold your lettuce all the way out of the bus window and as high up as possible.
- Do not touch or pet the giraffe.
- Do not yell or scream around the giraffe, it could scare the giraffe away.

ANIMAL DISCOVERIES RULES:

- No food or drinks are allowed; they can be left on the table outside.
- Do not chase/ run after any animals.
- You can only touch the goats/ free roaming animals. If an animal is behind a fence, do not touch them.
- You may use brushes or pet them gently. No slapping or hitting.
- These animals have their own diet, DO NOT feed them any pellets from the tour or outside food.



FOSSIL RIM PACKING LIST

WHAT DO WE NEED TO BRING FOR OUR PROGRAM?

For ALL Programs we recommend bringing the following:

- Water Bottle
- Weather Appropriate Clothing
- Closed Toed/Heeled Shoes

Bonus:

- Sunscreen and Bug Spray
- Camera
- Backpack/Daypack

DON'T FORGET TO BRING A SACK LUNCH IF YOUR SCHEDULE INCLUDES IT!

For Overnight Programs we recommend bringing the following in addition to the items listed above:

- Sleeping Bag/Sheets
- Pillow
- Appropriate Sleepwear
- Clothing for Day 2
- Toiletries (toothbrush, toothpaste, etc.)
- Flashlight
- Towel/Washcloth
- Snacks
- S'mores Supplies (if desired)

The bunkhouses at the Environmental Engagement Complex each contain seven bunk beds for a maximum occupancy of 14 individuals per bunkhouse. The bunkhouse has two sleeping rooms, the main room that can hold 12 individuals, and a back room for 2 individuals that is designed for adults and chaperones. Each bunkhouse is also equipped with a sink, bathroom, and shower as well as AC and Heat. Groups will need to provide bedding and shower supplies.



FOSSIL RIM CHAPERONE GUIDE



A guide to assist any chaperones attending the program!

GROUP NAME: _____ DAY-OF ORGANIZER'S NAME: _____

YOUR ORGANIZER'S PHONE: _____ LUNCH TIME & LOCATION: _____

DEPARTURE TIME: _____ OTHER NOTES: _____

GROUP MEMBERS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

FOSSIL RIM TIPS

- Be respectful of all wildlife at Fossil Rim - DO NOT scream, yell, or touch any of the animals on-site.
- Only feed Fossil Rim animals with Fossil Rim provided food.
- Listen to any and all Fossil Rim staff members for specific instructions or directions.
- Clean up after yourself and one another.

NATURE STORE RULES

- No more than 15-20 people inside of the Nature and it's restrooms at a time.
- Please be considerate of our Nature Store staff and tidy an area after searching though the merchandise.

ANIMAL DISCOVERIES AREA RULES

- No food or drinks are allowed.
- Do not chase/ run after any of the animals.
- You can only touch the goats.
- NO MORE THAN 15-20 PEOPLE AT A TIME.

TOUR EXPECTATIONS

- Stay seated while the vehicle is moving. When the vehicle is stopped, you can stand up and move side to side.
- You will only receive one cup of food for the tour. Use it sparingly.
- Do not yell or scream on the tour; it could scare the animals.
- Be aware and responsible for your belongings. If anything is lost, please let a staff member know, but we cannot promise your items can be returned/in the same condition.



MAIN ADMISSIONS LINE
254-898-4283

**IF YOU HAVE ANY QUESTIONS, FEEL
FREE TO CONTACT OUR
ENVIRONMENTAL ENGAGEMENT
DEPARTMENT!**

EDUCATION@FOSSILRIM.ORG

KARRINGTON WRIGHT
SENIOR ENVIRONMENTAL ENGAGEMENT SPECIALIST

254-898-4215

MADDY HERRON
ENVIRONMENTAL ENGAGEMENT MANAGER

254-898-4249

ANNA LOBNER
ENVIRONMENTAL ENGAGEMENT SPECIALIST
254-898-4287

**Lost or running late to your program?
Please call our
'Day-Of' program phone: 817-771-2986**