



# 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 park with any questions:  
919-856-6675, [yatesmill@wakegov.com](mailto:yatesmill@wakegov.com)

# Teacher Field Trip Checklist

## Prior to Your Visit:

- Recruit adult chaperones. Groups must maintain a chaperone to student ratio of 1:10. If the majority of the group is age 6 Or under, the required ratio is 1:8.
- Send chaperone guideline sheets to parents.
- If necessary, divide students into groups and assign an adult leader.
- Review field trip guidelines and goals with your students.
- Remind students what to wear and what to bring for their visit. They may need hats, closed-toed shoes, and water bottles. Please be aware that most programs are being offered outside so rainy weather may force cancellation of the program.
- If your program includes a mill tour, it can be paid with check, cash, or credit card. Payment 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 so we can accommodate everyone appropriately.



## On the Morning of Your Visit:

- Arrive 15 minutes before the program start. If your group is late arriving, your program may still end at the scheduled time.
- Give park maps and information sheet with the list of students to all chaperones.
- 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.
- Staff should meet you in front of the visitor center or inside at the front desk.
- Provide the final counts of students, chaperones, and teaching/school staff to park staff.
- 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.

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## Essential Information



### **Educator's Guide:**

Find details about your selected programs

### **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. 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:**

Please come prepared to be outdoors. Because all programs are outdoor only, rainy weather may cause the field trip to be cancelled. 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.

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## 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. Programs are held at the Program area or Porch Area

### Directions & Hours:

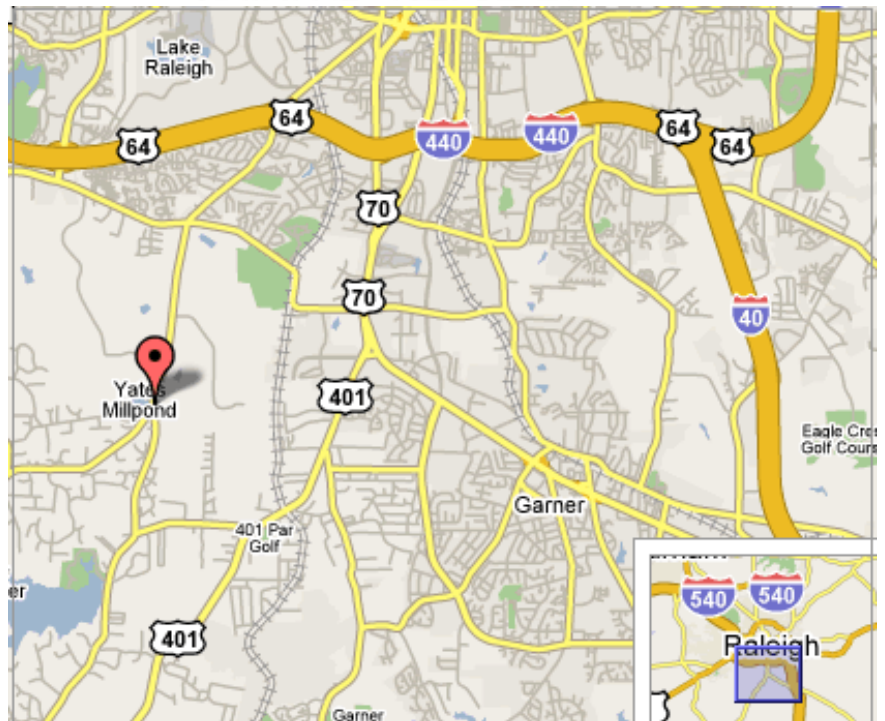
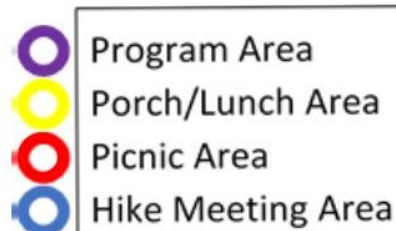
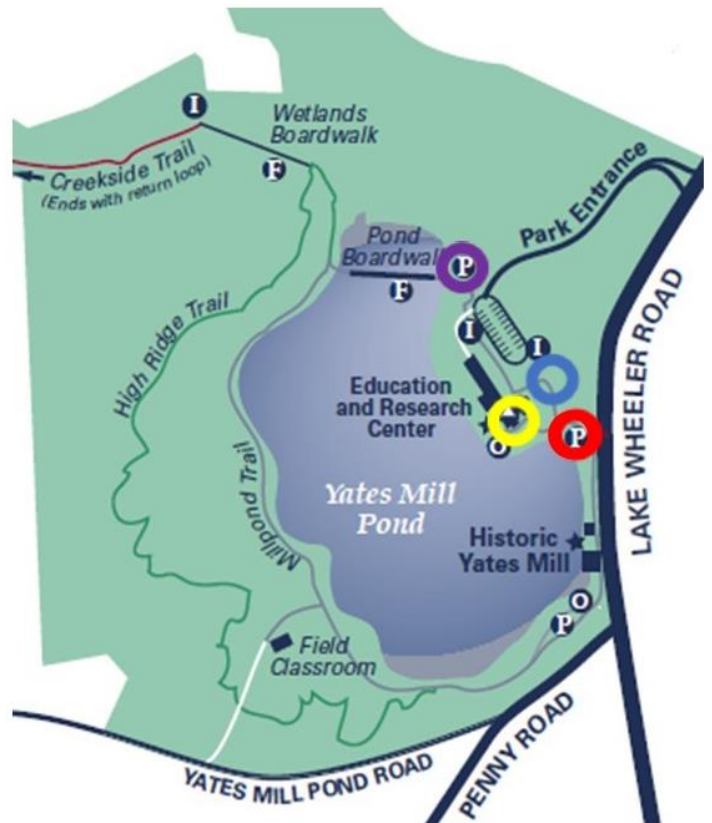
The park is open 7 days a week from 8:00 a.m. until Sunset. Closing times are posted near the park entrance and online. The park's visitor center is open daily from 8:30 a.m. until 5:00 p.m.

### IMPORTANT:

If you search for "Yates Mill", it may lead you to the mill yard which is located at 4630 Lake Wheeler Road or some other location entirely. 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](http://www.wakegov.com/parks/yatesmill)



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# 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 or a hat.**

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

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## Additional Educational Materials

### Pre-and Post-Visit Activities:

We have created pre- and post-visit activities to correspond with your programs. 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!**

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