

Field Trip Survival Guide

Planning for the Day of Field Trip



Call (949) 506-7204



Complete Check-In
15 minutes Before



Confirm guest
count



Name badges



Mission Staff will
escort off the bus

Key Planning Information

- Upon arrival, a group leader must call Guest Services at **(949) 506-7204**. One of our Guest Services staff will respond immediately and guide you through our entrance procedures.
Please keep your group outside, waiting on the bus while this happens.
- Your school must complete its check in at least 15 minutes before their scheduled field trip in order to receive the scheduled programming. Plan to arrive on time. Plan for traffic.
- Please come prepared to confirm the number of students, teachers, free and pre-paid chaperones.
- Students and chaperones are encouraged, but not required, to wear a name tag while on the grounds.
- A Mission staff person will escort your group from the bus inside the Mission. Staff will welcome everyone and review our safety guidelines.
- Bus parking is NOT permitted on Old Mission Road or in front of storefronts or restaurants located on Camino Capistrano.
- Ample street parking is available along with various paid lots throughout the area.
- Vehicles blocking driveways will be towed at the owner's expense.

Lunches

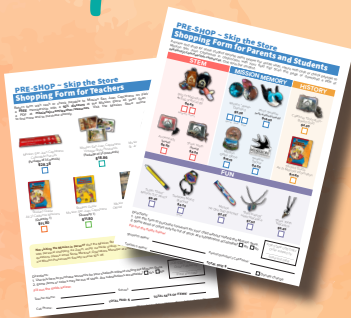
- School groups are responsible for bringing their own lunches inside the Mission (coolers and bins are recommended). A courtesy wagon will be provided once inside the Mission grounds.

Rainy Day Policy

- Field trips will be affected in the event of rain. To ensure a safe experience, staff implements its rainy-day program schedule to ensure that tours can continue. Mission Matters and partner programs are subject to modification/cancellation due to the lack of covered space and the potential for safety concerns. The Mission reserves the right to make modifications as needed to ensure the utmost safety for its student guests and public visitors.

Running late? Call our Guest Services Hotline at (949) 506-7204

Skip the Store - Take Home a Memento



Try Our Student Pre-Shop Shopping Program

If students would like to have the opportunity to purchase a souvenir but do not have time to shop, please use our student pre-shop form. Turn in your student's pre-shop forms and receive a FREE annual membership in the Mission Preservation Society and receive free admission and 10-20% discounts on shopping all year long. **Turn to pages 24-25 to scan and print the forms or visit our website to download these forms at missionsjc.com/teacher-resources.**

Field Trip Survival Guide

Onsite Policies and Expectations

Rules and Expectations - Please review with students prior to arrival

- Mission grounds are historic and uneven. **PLEASE WATCH YOUR STEP.**
- Please treat our equipment with care. Schools will be charged \$320.00 to replace a lost or damaged audio wand.
- Do not stand or sit on the Ruins of the Great Stone Church. They were built by the Indigenous people and deserve respect and care. A second warning may end your field trip.
- Do not climb, stand on, sit or write on any historic walls, arches, or fountains. Please be kind to our place.
- In the exhibit rooms, do not touch the walls, historic artifacts or works of art. Food and drinks are not permitted in our exhibit spaces.
- Use quiet voices while in the Serra Chapel and exhibit areas. Please do not use flash photography in exhibit areas or the Serra Chapel. Men and boys to remove hats within the Serra Chapel please.
- Do not chew gum onsite.
- Respect animals and wildlife on the grounds.
- For our koi fish, do not harass, poke with a stick or object, or feed them human food.
- Do not ring the historic bells. Doing so will result in being asked to leave.
- Put trash/recycling in designated bins.
- We like friendly dogs that are well-behaved, service dogs welcome!
- Take dogs to the designated doggy relief station, pets are not allowed indoors.
- Smoking, vaping, and alcohol are not permitted onsite.
- The Mission prohibits the use of drones.
- Please use best manners, no profanity and show respect to others by being kind.
- Be respectful to other students with whom you will be sharing the Mission grounds and program spaces.
- Tour guides, docents and program instructors are your students' teachers while visiting the Mission, please ensure they are treated accordingly.
- No outside scavenger hunts allowed. They will be asked to be put away.
- Groups departing the Mission will not be allowed re-entry.
- Mission San Juan Capistrano is exempt from ADA but strives to ensure as much accommodation for the best possible experience. Please reach out and let us know if you have a special request.



Respect the Historic and Religious Significance of this Site

Respect the Indigenous people who built these walls.

Please make sure students DO NOT climb or sit on the historic walls.

PHOTOGRAPHY RELEASE



All visitors to the Mission are advised that their photo may be taken by the Mission staff while onsite for promotional purposes, and attendance at the Mission implies consent.

Field Trip Survival Guide

Onsite Policies and Expectations

Field Trip Chaperone Attendance Policy

- The Mission generally limits its chaperones to 1 free adult for every 10 students. All adults with a school group will be given a special sticker indicating they are an approved part of the field trip as either a teacher/aide or chaperone.
- For audio tours, additional parents over the free 1:10 ratio are welcome to join the group with an advanced reservation. They get a reduced entry rate of \$16. If they show up on the day of Field Trip, they are charged full price.
- Due to space limitations on guided tours, additional parent chaperones over the 1:10 ratio will not be allowed. This will be strictly enforced. For groups that want to have more parent involvement, we recommend reserving our audio guided tour (Teachers and Teacher Aides are always free).
- The Mission is closed to the public on Mondays. If arriving on a Monday, all guests including parent visitors must be paid for on the invoice in advance. Walk-ups are not permitted.

Audio Tours Chaperones

- Assign 1 free teacher or chaperone for every 10 students.
- Teachers and chaperones must help check-out, distribute, and return the audio players.
- Teachers and chaperones are responsible for damaged or lost audio players.
- Audio tours will be made available to adults if there are devices in stock.
- Additional parents guests without a reservation are charged full price of \$18 vs. reduced rate of \$16.

Guided Tours Chaperones

- Teachers may divide student groups evenly into groups of no more than 30 guests for the guided tour (this includes chaperones and students).
- Please assign 1 free teacher or parent chaperone for every 10 students/maximum 3 per tour group.



Be a Good Chaperone: Tips for Successful Support



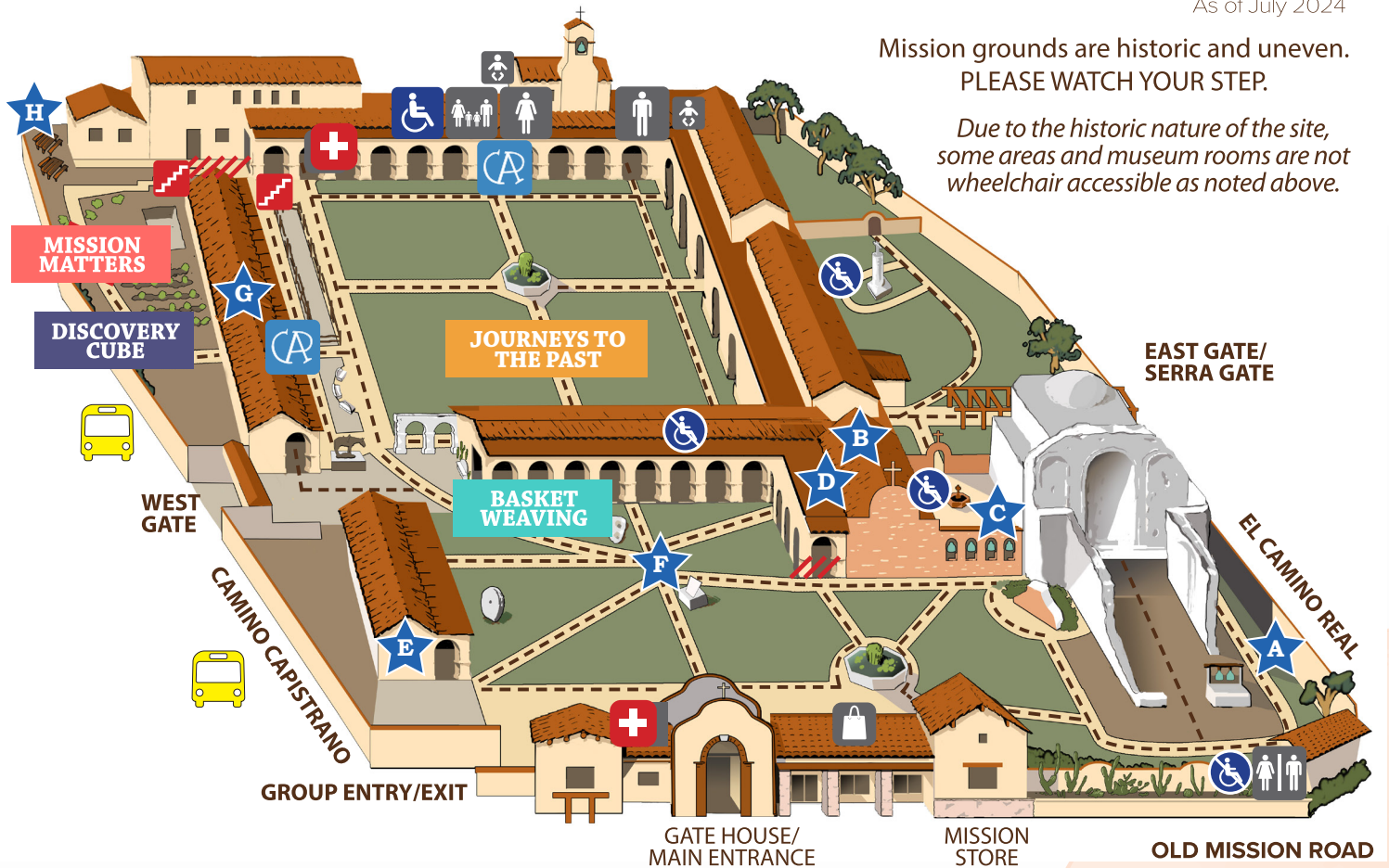
- Give your chaperones a role to make your field trip run smoothly.
- Chaperones should be assigned to lead a group by the teacher prior to the visit.
- Ask chaperones to set a good example by listening when Mission staff, volunteers or education partners are speaking.
- Ask chaperones to stay with students at all times.
- Ask chaperones to turn off/mute their cell phones during the guided tour.
- Have them help manage students who are having attention or behavioral issues.
- Let us know of any concerns immediately. We are here to help!

Photo Credit: @mrsballgame

Field Trip Survival Guide

Map of the Mission

As of July 2024



Mission grounds are historic and uneven.
PLEASE WATCH YOUR STEP.

Due to the historic nature of the site, some areas and museum rooms are not wheelchair accessible as noted above.






MISSION POINTS OF INTEREST

- A** Original Bell Tower Display
- B** Statue of Saint Serra and the Native American Boy "Coming of the Two Cultures," 1914
- C** Sacred Garden
- D** Historic Sala/Legacy of Saint Serra Exhibit/Welcome Video/Penny Press
- E** Irvine Museum/Langson IMCA Exhibit/Welcome Video
- F** Native American Grinding Stone
- G** Mission Clubhouse: Hands-on Activities + Penny Press Machine
- H** Free Picnic Area (watch steps)
-  Bus Loading Zones
-  Brand Rubbing Station

"As ALWAYS, Jacque Nuñez, is spectacular with her methods of engaging and involving the students. She is a master of telling the story of the Native people who lived in the surrounding area of the Mission. My students, and I do too, LOVE this part of our day at Mission San Juan Capistrano."

Teacher – San Gabriel Academy

CLASS LOCATIONS

-  Animal Tracks - Discovery Cube, Orange County/LA
-  Candle Making - Discovery Cube, Orange County/LA
-  Mission Matters - Mission San Juan Capistrano
-  Journeys to the Past - Jacque Tahuka Nuñez, Jackson Tahuka Nuñez
-  Native American Basket Weaving (3rd Wednesday of the Month)

Field Trip Survival Guide

Safety Information

We are committed to fostering a safe and fun environment based on our core values of service, stewardship, safety, and guest experience. Our goal is to keep you safe.

First Aid

First aid kits are always available. Please ask a staff person or visit the Gate House for band aids and other resources in the event of a minor scratch.

Emergency Information

For true emergencies, alert a Mission staff person to call 9-1-1. If staff is not available or time is of the essence, dial 9-1-1. The Mission's physical address is 26801 Old Mission Road, San Juan Capistrano, 92675. Please notify Guest Services of any incident, accident, or emergency as soon as possible so that staff can meet First Responders. In the case of a fire or earthquake, exit through the Gate House as noted on the map on page 15. Mission staff, wearing badges, will also lead groups from the site. Please follow staff's instructions.

Sick Children or Individuals

If any of your students, teachers, chaperones, or field trip guests are feeling ill, please ask them to stay home for your group's safety and the safety of the Mission staff, volunteers, and other guests.

The Mission is committed to being a place of inspiration, education, and preservation for all visitors. Please let us know if you have any students, teachers, chaperones, or parent guests in your group who need special accommodations. We are happy to provide written transcripts for audio tours. Maps are available that provide modified routes to help the mobility-challenged and provide a number of accessible restrooms and changing facilities.

Uneven Grounds Alert

The Mission grounds are rough and irregular and due to the site's historic nature, some areas and museum rooms are not easily wheelchair accessible, including the 18th century South Wing, West Wing and Treasure Exhibit Room. Ask for an accessibility map at the Gate House.

Religious institutions are exempt from Title 3 ADA requirements. However, in an effort to serve as a place of inspiration and education supporting a positive guest experience, Mission San Juan Capistrano will make, and has made, accommodations whenever reasonably, financially, and physically possible. We expect guests to plan ahead before visiting and reach out prior to their visit with special requests. Please reach out by contacting Group Bookings at (949) 234-1306.

Companion Assisted Restrooms

A special restroom is available for guests in wheelchairs and walkers, or visitors needing more space, despite the Mission's exemption from ADA.

Family Restrooms

Family restrooms with changing tables are also noted on the map on page 15.



Photo Credit @communitychristian

SHARE YOUR VISIT WITH US!

We love to hear from you! Take lots of photos and don't forget to tag us on Facebook and Instagram
#MissionSJC @MissionSanJuanCapistrano



Field Trip Survival Guide

Safety Information

Hearing Impaired Guests

Please let our Mission staff know when booking your field trip that you have hearing-impaired guests. We can provide printed scripts for the audio tour.

Service Dogs

Service dogs are welcome. True service dogs carrying out a notified service (such as a guide dog for the blind) may go into buildings. Companion and support dogs may not enter buildings. Dogs must be leashed at all times. Failure to control any type of dog or disruptive dogs (i.e. barking) will be subject to removal from our facility. Dogs need to use our designated "pet relief" station, our staff will provide location information on arrival.

Sensory Sensitive Guests and/or Autism Spectrum Disorder (ASD) Community

The best time to visit is early morning prior to 11:00 a.m. or after 3:00 p.m. during the late afternoon. If you have a group that requires any special ASD-related accommodation, please let the Group Bookings Department know when you book your visit/tour. We can help you schedule a time that is quieter. Please call (949) 234-1306.

"Great job on the tour. The students enjoyed their guides. The guides kept the students moving through the areas, not letting them get bored with the topics covered. The amplification for each attendee worked great. We have autism students that join our field trips and the aides said that the guides did very well with having students with special needs in their groups."

Teacher - Del Cerro Elementary

At A Glance: School Year 2023-2024

Education Impact Report

Total number of Field Trip visitors: **54,997**

Total number of Audio Tours: **33,746**

Total number of Guided Tours: **21,251**



34,895

STUDENTS

participated in
Education Programs
(Mission Matters, Discovery Cube,
and Journeys to the Past)



13,453

STUDENTS

received
scholarship funding!



734

FIELD TRIPS

at Mission San Juan Capistrano