

## 3<sup>RD</sup> GRADE TOURS

All 3<sup>rd</sup> graders attending Decatur City Schools will take a field trip to Decatur Public Library.

DCS Foundation will pay for the buses needed to transport students from their schools to DPL.

The scheduling process is as follows:

1. DPL will provide a list of dates and times to the Central Office, which will forward them to the 3<sup>rd</sup> grade teachers across the system.
2. **The teachers will select a date/time for their students' field trip from the list of available slots provided by DPL.**
3. Field trips will last approximately 1 ½ hours.
4. Schools (teachers or principals) are responsible for scheduling the buses.

On the day of your trip:

Buses should pull into the Cherry Street circular drive (across from DCS Central Office). Buses may remain parked here until the tour is over.

A DPL Staff member will meet you at the bus. We will ask you to separate your class into 3 groups and will direct each group to where it should go.

The groups will rotate through and each will experience 3 sessions:

1. A complete tour of the library, including introduction to key staff members and orientation to the Alabama Room.
2. Orientation to the Youth Services department, including the types of programs we offer (especially Summer Reading), and the various resources available besides books.
3. How to use our Online Catalog and other resources, so that kids know how they can find the one book they want to read in all the books we have available. We also briefly cover eBooks & downloadable music.