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Dear School Staff,

Thank you for booking a program at The Green-Wood Cemetery. My name is Rachel and I am Green-Wood’s director of education. I want to make sure your teachers and students have a meaningful and enriching experience visiting Green-Wood, one of the most special places in our city.

For many people, an active cemetery is an unconventional site for a school field trip. We want to help you explain the value of visiting Green-Wood to interested families.

On the following pages, you will find editable text for a letter you can send home to families that explains what a field trip to Green-Wood *does* and *does not* entail. The letter is meant to be written from **you**, personally.

The following pages include English and Spanish versions of this template letter.

If you have any feedback as to whether or not this letter is useful in helping families understand the purpose of your Green-Wood school program, please let me know. My contact information is below.

We are so happy to welcome you and your class to our beautiful grounds in the near future.

Warmly,

**Rachel Walman** (she/her/hers)

Director of Education

The Green-Wood Cemetery

50 25th St., Brooklyn NY 11232

rwalman@green-wood.com

718-210-3060

Dear Family Members and Caregivers,

On\_\_\_\_\_(date)\_\_\_\_\_\_\_\_\_\_\_\_\_, our class will be visiting The Green-Wood Cemetery in Brooklyn (www.green-wood.com), for a guided, educational field trip to learn about\_\_\_\_\_\_\_(topic of your program)\_\_\_\_\_\_.

(Optional if you have taken students to Green-Wood before) This is my \_\_\_nd/th time bringing my class to Green-Wood.

Some children may have big feelings and questions about visiting a cemetery. To help you and your student better understand this field trip, I am writing to share why we’re visiting Green-Wood and what we will do there.

**WHAT IS GREEN-WOOD?**

Green-Wood is a 478-acre active cemetery that looks a lot like a park. There are over 7,000 trees there! Open since 1838, it is also amazing place to learn about art, architecture, and history. It has always been a tourist destination, and even hosts art exhibits, concerts and family events. Most importantly for us, Green-Wood has a professional education team that leads programs for more than 5000 students a year. Green-Wood has been leading 3K through 12th grade school programs since 2002. Green-Wood educators receive rigorous training, including grief-sensitivity training.

Even better, Green-Wood is open 365 days a year and admission is always free for self-guided visitors. You and your family can visit any time they are open, for free!

**WHAT WE WILL BE SEEING AND DOING AT GREEN-WOOD**

We are visiting Green-Wood to learn about \_\_\_\_(subject of your program)\_\_\_\_\_\_\_.

FOR HISTORY/ART HISTORY PROGRAMS: We will: visit gravesites and monuments; study documents, photos, and objects related to the people buried there; and discuss, write or sketch.

FOR A NATURE PROGRAM: We will be walking around Green-Wood’s grounds observing trees/birds and other aspects of nature.

FOR ALL PROGRAMS: If students have factual questions about death, burials, and mourning, Green-Wood educators will provide truthful, age-appropriate, and concise answers, when appropriate. They will redirect sensitive, religious, or deeply personal questions that are better answered by family at home. Students will also be welcome to talk with me privately at any point before, during, or after the field trip.

**WHAT WE WILL NOT BE SEEING AND DOING**

Our class will **not** interact with funerals or burials. If we happen to encounter a funeral procession, or individuals visiting a loved one’s grave, Green-Wood educators will reroute the class.

FOR A NATURE PROGRAM: We will not focus on the cemetery aspects of Green-Wood. If students have questions about the grave monuments, we will say that they are “monuments/memorials/statues that honor peoples’ lives.”

**HELPING YOUR STUDENT PREPARE FOR THE FIELD TRIP**

Please share the information in this letter with your student to help answer their questions before our field trip. And please let me know if you would like to discuss the field trip further before we go, including any personal concerns you may have about your child’s participation.

Green-Wood is a unique and wonderful place for a class trip. I am confident it will be very valuable and engaging for our class.

Sincerely,

[teacher’s name and contact information]

Estimados familiares y cuidadores:

El\_\_\_\_\_(fecha)\_\_\_\_\_\_\_\_\_\_\_\_\_, nuestra clase visitará el cementerio Green-Wood en Brooklyn (www.green-wood.com), para una excursión educativa guiada para aprender sobre\_\_\_\_\_\_\_(tema de su programa)\_\_\_\_\_\_.

(Opcional si ha llevado estudiantes a Green-Wood antes) Esta es la \_\_\_ vez que llevo mi clase a Green-Wood.

Algunos niños pueden tener grandes sentimientos y preguntas acerca de visitar un cementerio. Para ayudarlos a usted y a su estudiante a comprender mejor esta excursión, les escribo para compartirles por qué visitamos Green-Wood y qué haremos allí.

**¿QUÉ ES GREEN-WOOD?**

Green-Wood es un cementerio activo de 478 acres que se parece mucho a un parque. ¡Hay más de 7.000 árboles allí! Abierto desde 1838, también es un lugar increíble para aprender sobre arte, arquitectura e historia. Siempre ha sido un destino turístico e incluso alberga exhibiciones de arte, conciertos y eventos familiares. Lo más importante para nosotros es que Green-Wood cuenta con un equipo de educación profesional que dirige programas para más de 5000 estudiantes al año. Green-Wood ha liderado programas escolares desde 3K hasta 12.º grado desde 2002. Los educadores de Green-Wood reciben una capacitación rigurosa, incluida capacitación en sensibilidad al duelo.

Aún mejor, Green-Wood está abierto los 365 días del año y la entrada siempre es gratuita para los visitantes autoguiados. ¡Tú y tu familia pueden visitarlos en cualquier momento que estén abiertos, de forma gratuita!

**LO QUE VEREMOS Y HAREMOS EN GREEN-WOOD**

Estamos visitando Green-Wood para aprender sobre \_\_\_\_(tema de su programa)\_\_\_\_\_\_\_.

PARA PROGRAMAS DE HISTORIA/HISTORIA DEL ARTE: Visitaremos tumbas y monumentos; estudiar documentos, fotografías y objetos relacionados con las personas allí enterradas; y discutir, escribir o dibujar.

PARA UN PROGRAMA DE NATURALEZA: Caminaremos por los terrenos de Green-Wood observando árboles/pájaros y otros aspectos de la naturaleza.

PARA TODOS LOS PROGRAMAS: Si los estudiantes tienen preguntas objetivas sobre la muerte, los entierros y el duelo, los educadores de Green-Wood brindarán respuestas veraces, apropiadas para su edad y concisas, cuando sea apropiado. Redirigirán preguntas sensibles, religiosas o profundamente personales que la familia puede responder mejor en casa. Los estudiantes también podrán hablar conmigo en privado en cualquier momento antes, durante o después de la excursión.

**LO QUE NO VEREMOS NI HAREMOS**

Nuestra clase no interactuará con funerales o entierros. Si nos encontramos con una procesión fúnebre o personas visitando la tumba de un ser querido, los educadores de Green-Wood desviarán la clase.

PARA UN PROGRAMA DE NATURALEZA: No nos centraremos en los aspectos del cementerio de Green-Wood. Si los estudiantes tienen preguntas sobre los monumentos funerarios, diremos que son “monumentos/memoriales/estatuas que honran la vida de las personas”.

**AYUDAR A SU ESTUDIANTE A PREPARARSE PARA EL VIAJE DE CAMPO**

Comparta la información de esta carta con su estudiante para ayudarlo a responder sus preguntas antes de nuestra excursión. Y avíseme si le gustaría hablar más sobre la excursión antes de irnos, incluidas cualquier inquietud personal que pueda tener sobre la participación de su hijo.

Green-Wood es un lugar único y maravilloso para un viaje de estudios. Estoy seguro de que será muy valioso y atractivo para nuestra clase.

Atentamente,

[nombre del maestro e información de contacto]