



# DALLAS ARBORETUM Education

## Tips: Before your school field trip

### ADMISSION

All on-site Arboretum educator-led field trips include access to the Children's Adventure Garden for K-8th grade from March-December. Self-guided and high school field trips do not include access to the Children's Adventure Garden.

### PROGRAMS AND PRICING

Program availability and pricing are subject to change. Outreach programs outside of Dallas County are subject to a travel fee. Visit [dallasarboretum.org](http://dallasarboretum.org) for the most current program pricing and travel fees.

### CHANGES, PAYMENTS AND REFUNDS

A non-refundable deposit is due within 10 days of making your reservation (\$50 for reservations totaling less than \$500, \$100 for reservations over \$500). **Final payment is due two weeks prior to visit date.** Refunds will only be made in the event of garden closings due to inclement weather or other issues deemed serious enough by the Dallas Arboretum to warrant cancellations. No other refunds will be issued. All deposits are nonrefundable. **The Arboretum does not issue refunds or tickets for absent group members.**

All schedule and attendance changes must be made no later than two weeks before your visit. If you need to reschedule or cancel your reservation, you must email Reservations at [education@dallasarboretum.org](mailto:education@dallasarboretum.org) at least two weeks before your scheduled visit in order for your payment to be applied to a new visit date.

### SPECIAL NEEDS

Please let the Reservations Department know if you are bringing children with special needs in need of specific accommodations.

### MEMBERSHIP

Dallas Arboretum membership or complimentary tickets are not valid for participants in scheduled educational field trips, unless specifically advertised on our website.

### CHAPERONES/ADULTS

Schools are required to maintain the 1:8 adult to student ratio, with those teachers/chaperones receiving free admission. All teachers are counted towards this ratio. Additional adults will be required to pay normal admission prices and may not be able to attend scheduled programs due to space limitations. Non-school vehicles are required to pay normal parking price. Discounts may be available online.

### SIBLINGS/STROLLERS

Education experiences are only open to school-aged children included in the group reservation. Siblings and strollers should not be brought with chaperones and may be refused entry to educational programs.

### FIELD TRIP ETIQUETTE

[View Children's Adventure Garden etiquette with your students prior to your visit.](#)

# Tips: The day of your school field trip

## CHECK-IN

School check-in begins at 9:30am. Please ensure that you are arriving at the appropriate entry for your program, either Gate 1 for Main Garden activities or Gate 3 for Children's Adventure Garden. Be sure to bring your confirmation email and have an accurate count of students, free teachers/chaperones, and additional pre-paid chaperones.

The lead teacher will disembark from the bus and take the confirmation paperwork to the education reservationist, while education staff assist in directing your busses to parking for students to disembark. In the Main Garden, teachers check in at the Old Ticket Booth. In the Children's Adventure Garden, this will be at the ticket booth.

**Any additional chaperones that have not pre-paid will pay regular garden admission at the ticket booth.** Any chaperone that has parked their vehicle and has not pre-paid for parking should pay for parking at either ticket booth prior to leaving the Dallas Arboretum.

## PROGRAM TIMES

If you are scheduled for an educational program, please ensure you are aware of which program you are participating in and when and where it takes place. This information will be given to the lead teacher prior to the day of the field trip. The lead teacher is in charge of creating groups for each program time. In most cases, we are unable to accommodate schedule changes on the day of your field trip. Missed programs are not eligible for refunds.

## LUNCHES

Place lunches in coolers or large boxes and clearly mark your school's name on them. Unload and bring them into the garden as your group arrives for check-in. Suitable spots for group lunches are provided in the Dallas Arboretum Field Trip 2017-2018 Map provided with registration. **Wheeled coolers are recommended.**

## FIRST AID AND LOST & FOUND

First Aid and Lost & Found are located at the Information Booth at both ends of the garden. Post-field trip lost item inquiries can be directed to [volunteers@dallasarboretum.org](mailto:volunteers@dallasarboretum.org).

## FIELD TRIP ETIQUETTE

Chaperones are responsible for 8 children. They should be in separate groups and remain with their assigned chaperone **AT ALL TIMES**. This includes entrance into galleries, buildings, and public areas.

Children must **NOT** pick plants, feed animals or step into the flower beds or abuse displays or equipment of any type.

Children must **NOT** climb on rocks, fences, arbors or water features. Rails and banisters are **NOT** slides.

Children should walk (in single file) on pathways for their safety and that of other guests. This means no pushing or shoving of others in any part of the facility.

Children should use quiet voices in the garden and inside all buildings.

We request that all cell phones be on "vibrate" and should be used by chaperones only in case of emergencies or coordination with the lead teacher. At all times the chaperone's attention should be on students.

Children who are not in a specific class in a gallery with an Arboretum teacher should have educational goals to **EXPLORE, DISCOVER, and LEARN**. If their teacher has not supplied materials before arrival, please ask a member of the education staff and these materials can be supplied.