

## **Columbus Botanical Garden Field Trip Policy**

### **Overview**

- Field trips are held March-May and September-November.
- Field trips are held Tuesday-Friday.
- Field trips start at 10:00AM and last approximately 2 hours.
- The group size minimum is 10 students and the maximum is 60 students.

### **Cost**

- \$5 per child
- 1 chaperone per 5 children are free
- Additional chaperones are \$5 each

### **Pre-Arrival**

- Field trips must be booked at least 14 days in advance.
- Field trips must be paid for at the time of booking.
- A signed field trip policy must be returned at the time of booking.
- Failure to do either will result in the field trip being canceled.

### **Expectations**

- Teachers and chaperones are responsible for ensuring the group's appropriate behavior throughout the entire visit.
- Field trips to the Columbus Botanical Garden are spent entirely outside. Teachers and chaperones are responsible for ensuring that students have adequate amounts of bug spray and sunscreen.
- Please be sure to wear comfortable walking shoes and dress appropriately for the weather.
- A cooler of water will be provided for water refills. Students must bring their own water bottle.
- Students must be accompanied by an adult at all times.
- 1 chaperone per 8 students is required.
- The Garden is like a plant museum. Please respect our plant and animal life by staying on the paths and refraining from picking plants or swatting at insects.
- Late arrivals may be given an abbreviated tour. Field trips are not guaranteed if a group arrives more than 30 minutes after its scheduled time.
- The Columbus Botanical Garden reserves the right to end the field trip prematurely should any of these expectations not be met.

### **Cancellations/Refunds**

- No refunds will be given if the field trip is canceled within 14 days of the scheduled field trip.
- A 50% refund will be given if the field trip is canceled before the 14 day mark.

**Lunch**

- Your group is welcome to bring lunch and eat in our outdoor garden spaces after the field trip. If eating in these spaces, please bring trash bags to "pack-out" your waste. Please remind students to remain on the paths at all times.
- Groups are not permitted to eat in the Farmhouse.
- Refrigerated storage space for lunches is not available.

**Weather Policy**

- The Columbus Botanical Garden reserves the right to reschedule a field trip due to inclement weather.

I acknowledge that I have read and understand the policies and guidelines outlined in this document. I understand it is my responsibility to comply with and implement all policies and procedures included.

Signature \_\_\_\_\_ Date \_\_\_\_\_