

Discover Nature & Enrichment Program Guidelines

Columbus Botanical Garden | 706.327.8400 | education@columbusbotanicalgarden.org

1. **Upon arrival.** Plan time for your group to use the restroom facilities, be divided into smaller groups, etc. **before** the scheduled time for your program. Columbus Botanical Garden (CBG) staff and volunteers have set aside time to spend with your group, so please notify CBG if you are going to be late arriving for your visit. Being more than **20 minutes late** will require your group to forfeit their program without refund.
2. The Discover Nature & Enrichment Program registration form must be received a minimum of **four (4) weeks** prior to date of program. Program date and time is not finalized until approved by CBG management.
3. Discover Nature & Enrichment Program cost: \$3.00 per child. Program length: 1 hour to 1 hour 15 minutes. Once program date and time have been approved by CBG management, payment can be made on-line via Pay Pal or credit card. Checks can also be mailed to the address below.
 - a. Programs are only offered on Tuesdays & Wednesdays
 - b. Program start times: 10 am or 1 pm
 - c. Programs are limited and scheduled on a first-come, first-serve basis. March, April and May are the Garden's busiest months of the year so schedule early!
4. Group size – maximum: 30 students; minimum: 10 students. We require 1 adult for every 5 minors. It is the responsibility of the adults within your group to ensure discipline.
5. Discover Nature & Enrichment Programs must be paid a minimum of **two (2) weeks prior to the program date**, unless stated otherwise.
6. Self-Guided Adventure Activities are free, however these programs must be scheduled at least two weeks in advance to ensure Garden availability. Your group's reservation must be confirmed through the office.
7. A 72-hour notification is required to reschedule or to receive a full refund for the program.
8. In case of inclement weather or emergency (in an emergency situation, CBG will require confirmation) either a full refund will be given or program will be rescheduled. If a cancellation or rescheduling is needed please contact the Columbus Botanical Garden at 706.327.8400 or via email, education@columbusbotanicalgarden.org.

Payment can be mailed to:

Columbus Botanical Garden
Education Coordinator
3603 Weems Rd, Columbus, GA 31909
Phone: 706.327.8400
Email: education@columbusbotanicalgarden.org