

## Organizing Your Visit To Brookgreen Gardens

**Registration:** Registration is required *at least three weeks in advance* of Field Trip Date. Upon receipt of **registration you will receive a confirmation email**. If you do not receive a confirmation within 72 hours, please email [jcirino@brookgreen.org](mailto:jcirino@brookgreen.org) or call (843)235-6049.

Registration may be by either of the following methods:

- Go to [www.brookgreen.org/creative-education](http://www.brookgreen.org/creative-education)
- Complete the Registration Form and email it to [jcirino@brookgreen.org](mailto:jcirino@brookgreen.org)

**Payment** will be made directly through the emailed invoice confirmation.

**Group Size:** Each Art, Nature, and History educational program will accommodate a maximum of 25 students + 1 teacher + 1 registered chaperone. A minimum of 10 students is required.

**Fees:** Admission fee is \$2.00 per student. There is no admission fee for teacher and their one registered chaperone. Additional adults/drivers who transport students must pay the regular admission and are NOT permitted to attend the programs. They may visit the gardens until it is time to pick students up for departure.

**Art, History, and Nature Programs.** Program Fees are \$2 per students.

**Creek Excursion.** Fees are \$10.00 for all adults and Grades 7-12 and \$6 for Grades 3-6. ***A \$50 deposit per Creek Excursion is required upon registration.*** NO EXCEPTIONS. The maximum capacity is 48 passengers per Excursion, and the minimum is 15.

**Member status does not apply:** Members of Brookgreen Gardens must be included in the final count for all program attendance and costs.

**Special Needs:** Brookgreen Gardens welcomes students with Special Needs.

- Special Needs Classes can be accommodated in most programs. Please inquire upon registration.
- For students with Special Needs in mainstreamed classes, advance notice is advised to ensure a quality educational experience for all students.
- Please provide information about support staff attending the field trip with students with special needs (paraprofessional, therapists, etc).

**Arrival:** School groups should arrive at Brookgreen Gardens in sufficient time to process through the Admissions Plaza and arrive at the first scheduled program on time. Gates open at 9:30 a.m.

**Late arrivals will necessitate the first scheduled program length be shortened.**

- *It is **IMPERATIVE** that teachers identify and assign students to each of their selected programs or performances prior to arrival at Brookgreen, in order to avoid delays in program start times.*

**Departure:** Groups will depart upon completion of scheduled activities (programs, performances, lunch).

**Cancellations:** Cancellation of a field trip must be called in to the Coordinator for Education Programs at 843-235-6049 **at least 24 hours in advance**. **Schools failing to do so will not be refunded.** Outdoor programs will **not** be canceled because of light rain. Outdoor programs **will** be canceled or postponed due to acts of God, torrential rains, or thunderstorms. **Failure to provide advance notification of a field trip cancellation unnecessarily inconveniences volunteers who are scheduled to serve your group!**

**Important Additional Information:**

- FINAL Student Attendance must be emailed the morning of the trip.
- Lead teacher must share information with all attending.
- Brookgreen does not permit self-guided tours for school field trips.
- School groups are not allowed to go to any areas other than their scheduled programs. **NO EXCEPTIONS.**
- Groups must stay together and with the Education Support Volunteer at all times while at Brookgreen Gardens.
- Children should be dressed appropriately for weather and walking. (Closed-toed shoes are encouraged).
- Students are encouraged to bring water bottles, if teacher sees fit.
- Videotaping and recording of school programs are prohibited.
- Picnic tables are available at designated picnic areas.
- Restrooms are located at Wildlife Trail, LCC, and Welcome Center.
- Teachers and chaperones are responsible for monitoring the conduct of the field trip students and are not to bring other children.
- School groups are not permitted to ride on the public shuttle.
- Keepsakes Gift Shop can accommodate 5 students and one responsible chaperone at a time. Shopping is only permitted during scheduled lunch periods. Breakage of expensive or fragile items is the responsibility of the teacher-in-charge.