

## **Policies and Procedures for Education Department trips to Brookgreen Gardens**

Policies should be read by all teachers attending and included with the student's permission slips.

- Each group must always stay together and with the Education Support Volunteer (ESV) while at Brookgreen Gardens. No self-guided tours are allowed.
- Class size: 10 minimum: 25 maximum.
- Teacher may register (1) chaperone per class.
- Teachers/chaperones are not to bring other children.
- Registered chaperones must comply with Brookgreen Policies and Procedures.
- Chaperones who are Brookgreen members must be included in the final count for program attendance and cost.
- Groups are limited to areas of selected programs only.
- Departure will be at the completion of scheduled programs.

### **FAQs**

**How do I book a program?** To book your program, please fill out and submit our online booking request form. You may also send us an email at [jcirino@brookgreen.org](mailto:jcirino@brookgreen.org).

**What if we have to cancel?** If you must cancel, please give us as much notice as possible. Cancellations must be called in to the Coordinator for Education Programs, 843-235-6049, within 24 hours before your trip. Failure to provide advance notification of cancellation causes significant scheduling difficulties for staff and volunteers.

**How do we keep extras from joining the groups?** We ask our volunteers to discourage public guests from joining our field trip groups by asking them to move along. Teachers are responsible for asking family extras to meet up with their group at lunch or enjoy other areas of Brookgreen during the field trip.

**Why are these policies in place?** The Policies and Procedures are in place for several reasons. Our programs meet state standards. We are a classroom outside a classroom. Manageable size groups are important for both quality presentations and space management.