



## ***Arboretum Field Trip Policy Sheet***

Thank you for your interest in bringing your group to the Carleen Bright Arboretum! We look forward to welcoming your students for a fun and educational outdoor experience. Please review the information and policies below and complete the inquiry section to help us prepare for your visit.

### **Pricing (per day)**

- 10–25 children → **\$40.00**
- 26–50 children → **\$80.00**
- 51–75 children → **\$120.00**
- 76–100 children → **\$160.00**

*Payment is required before visit*

### **What's included**

- Guided tour with an Arboretum staff member
- Guided booklet for students to use during the tour
- Small gift bag for each child

## Group Size and Chaperones

- We have a limit of 100 children per visit.
- Guided tours are limited to 25 children per group.
- There must be at least 2 adult chaperones per 25 children.

## Activities Beyond Tours

- Groups may enjoy the children's play area, plan a picnic, or include **pre-approved activities**. Please let us know in advance if you'd like to add something to your visit.

## Supervision

- Chaperones are responsible for the behavior and safety of their group.
- Children must be supervised by an adult chaperone at all times.

## Arrival and Departure

- Please arrive and depart at your scheduled times. - Check-in at the designated area upon arrival.

## Facilities

- Restrooms are available on-site.

## Respect for Nature

- Do not pick plants or disturb wildlife.



To help us prepare for your visit, please provide the following information:

**School/Group Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Number of Children:** \_\_\_\_\_

**Number of Chaperones:** \_\_\_\_\_

**Grade Level/Age Group:** \_\_\_\_\_

**Preferred Date of Visit:** \_\_\_\_\_

**Preferred Time of Visit:** \_\_\_\_\_

**Guided Tour or Self-Guided option:** \_\_\_\_\_

**Special Requests or Accommodations:**

Please sign and return this policy sheet to confirm your field trip reservation.

\_\_\_\_\_  
Field Trip Coordinator

\_\_\_\_\_  
Arboretum Program Manager