

Please review the following information and sign below. Policy Agreements must be signed by all teachers attending your visit and returned via email to [fieldtrips@turtlebay.org](mailto:fieldtrips@turtlebay.org) at least 10 days before your reservation.

### Field Trip Rates & Chaperones

- Turtle Bay Exploration Park requires *at least* 1 chaperone\* per 8 students attending.
- A maximum of 1 chaperone per 2 students is allowed to qualify for field trip rates. Additional chaperones will be charged general admission and will need to check-in separately.
- Turtle Bay Memberships do not waive student admission or class fees. Only Members named on their membership are admitted free; guest rates do not apply.
- Please ask chaperones to find childcare for younger siblings. Additional children 4 and over will be admitted as students; children 3 and under are free and will be included in student count.
- Garden & Exploration Classes (must be booked in advance) are an additional \$1.00 per student.
- Animal Programs (must be booked in advance) are an additional \$2.00 per person.
- Parrot Playhouse feeding is optional and is \$2.00 per nectar cup. Cups may be purchased (cash or card) at the Parrot Playhouse if paying separately from check-in.
- Teachers are free. All teachers must provide email along with a signed policy agreement form. Only one signed policy agreement for per school year necessary.
- One on one aides for students with special needs are free. Please contact Turtle Bay staff to confirm arrangements prior to your visit.

*\*Chaperones are volunteers, parents, or other school staff. Teachers and one-on-one aides are not chaperones.*

### Check-In Procedures

- Check-in requires one lead contact person who is responsible for:
  - Reporting total headcounts of students and adults to Turtle Bay staff
  - Providing payment or purchase order and receiving receipts
- Payment must be made as ONE transaction upon check-in. Purchase Orders may be emailed to Turtle Bay in advance. Turtle Bay will only invoice if PO is provided.
- Entire group must be present at check-in to receive field trip rate.
- All students, staff, and chaperones must have a sticker, lanyard, shirt/uniform, or other identifier with school name visible or else group will be charged \$0.50/person for an admission sticker.
- Groups that cancel with less than 48 hours' notice prior to check-in reservation will be charged \$50.00.

### Field Trip Logistics

- There are no indoor lunch facilities available at Turtle Bay. Groups are responsible for the transport and clean-up of lunches. *We highly recommend wagons for group transport or backpacks for individuals.*
- No eating or drinking other than water permitted indoors. No food or drinks other than water allowed in the Forest Camp Amphitheater and Parrot Playhouse.
- Please communicate any special accommodations for your group (i.e. one-on-one aides, mobility needs, etc.).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_