

# Explorer Program Policies

1. **Deposit:** A **\$50.00 deposit** and **Field Study Application Form** are required for all scheduled programs. Deposits can be made by check or credit card. Please make checks payable to: Fairchild Tropical Botanic Garden. Return the check with your completed form to Fairchild Tropical Botanic Garden, Attn: Marilyn Caputo, 10901 Old Cutler Road, Coral Gables, Florida 33156. Field trips are not confirmed until deposit is received. A confirmation letter will be sent to you.
2. **Pre and Post-visit Materials:** Prepare your students for the field study by reviewing the pre-visit materials emailed to you and found on our website: [www.fairchildgarden.org/education/explorer](http://www.fairchildgarden.org/education/explorer). These activities, especially the vocabulary lists, will enhance the learning experience. Post-visit materials provided on our website offer students an opportunity to reflect on the field study and use their newly acquired knowledge. All activities are aligned with Florida's Next Generation Sunshine State Standards.
3. **Arrival Time:** Arrive at the Phillips Gate in the **South Parking Lot by 9:45 a.m.** to allow time for unloading children, lunches, etc. The field study program will begin promptly at **10:00 a.m.** Departure is at 1:00 p.m.
4. **Entrance Fee:** \$6 per student; up to sixty (60) registered students can participate in the field study. **Full payment is expected upon arrival.** A receipt will be given to you at the time of payment. Cash, checks or charge accepted. Please have the exact amount as **we cannot provide change.**
5. **Chaperones:** One (1) adult is required for every ten (10) students and is admitted free of charge. Any additional adults will be charged \$10. **School groups may not bring more than six (6) chaperones.** Additional adults will not be able to participate in the program. Please give a copy of the *Letter to the Chaperone* to each adult chaperone.
6. **Special Needs:** Please notify us if your class includes students with special needs and/or language learners. Teachers who indicate that their classes include students with special needs will be contacted by a staff member to discuss possible accommodations.
7. **Lunch:** All students, teachers and chaperones **must bring their own lunch.** All lunches should be in coolers or boxes. No refrigeration, cafe or vending services are available.
8. **Attire:** This is an outdoor program! Please wear comfortable clothing which may get dirty, comfortable shoes for walking and hats for the sun. Bring sunscreen and insect repellent if desired.
9. **Change in Plans:** Contact the Education Department at 305.667.1651, ext. 3322. Cancellations must be made 30 days prior to the date of your field trip to have your \$50.00 deposit refunded. The deposit will not be refunded if cancellation is made less than 30 days in advance.
10. All visitors to Fairchild Tropical Botanic Garden and participants in Fairchild programs or events consent to the unrestricted use of any photographs or audio/visual recordings in which they appear. **Fairchild must be notified in writing of any exceptions.**



# ✓ Field Study Checklist ✓

## Remember to bring with you:



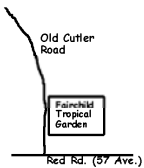
**Lunches in coolers or boxes.** All students, teachers and chaperones **must bring their own lunch.** All lunches should be in coolers or boxes. No refrigeration, cafe or vending services are available.



Name tags



Entrance fee








Directions to the Garden



Groups registered for our "Life in a Rainforest" program need to bring jars for their planting activity. Jars must include lids and should have a mouth wide enough for the student to put their hand into.

## Upon your arrival at Fairchild Tropical Botanic Garden, please:

-  Have all teachers identify themselves to our staff.
-  Tell us the total number of students and adults on the field study.
-  Have the entrance fee ready. Cash, checks and credit card for the total amount will be collected upon arrival. Please have the exact amount in hand as **we cannot provide change.**
-  Remove the lunches from the bus. We will arrange to move them to our picnic area.
-  Get ready to enjoy the day at Fairchild Tropical Botanic Garden!

# FAIRCHILD TROPICAL BOTANIC GARDEN

Exploring, Explaining and Conserving the World of Tropical Plants

10901 Old Cutler Road, Coral Gables, Florida 33156 • Telephone 305.667.1651 • Fax 305.400.0265

Dear Chaperone:

Welcome to Fairchild Tropical Botanic Garden! We are grateful that you will be a chaperone for this field trip. We have planned an educational and pleasant experience, of which you are an integral part. The following information will help make this field trip pleasurable.

This program will take place outdoors. Please wear comfortable clothes (that can get dirty), comfortable walking shoes and a hat. If you would like, you can bring sunscreen and/or insect repellent. **Please note- the café is not available for students, teachers or chaperones to purchase lunch or beverages. Everyone attending the field study must bring their own lunch.**

Activities are led by volunteers trained to guide, not discipline, so we please ask that you are actively engaged and responsible for keeping the students quiet and well-behaved while at the garden. When you are walking with the students, stay behind your assigned group and do not allow them to wander off.

Photographs make excellent souvenirs of the field trip. However, we ask chaperones do not interrupt the guides, or field trip, to take photos.

Finally, cell phones and other **electrical equipment must be turned off** during the field trip.

Again, welcome to Fairchild Tropical Botanic Garden!

Kind Regards,

*The Explorer Team*

Fairchild Tropical Botanic Garden  
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Estimada(o) Chaperón:

Nos alegra saber que visitará Fairchild Tropical Botanic Garden como acompañante del grupo escolar. Nuestra meta es ofrecer a los alumnos un programa educativo placentero. Tanto usted como la maestra, maestro, staff y nuestros voluntarios, son una parte importante de la experiencia de la visita escolar. La información que sigue le ayudará a que su visita sea agradable.

Este es un programa al aire libre. Por favor, use ropa y zapatos cómodos que se puedan ensuciar y un sombrero para protegerse del sol. Si desea, puede traer protector solar y/o repelente de insectos. **Por favor tenga en cuenta que el Café no está disponible para los grupos escolares; todas las personas que hagan parte de la visita escolar deben traer su propio almuerzo.**

Las excursiones son dirigidas por voluntarios entrenados para guiar, no para disciplinar. Por lo tanto, le agradecemos que usted participe activamente y sea responsable del buen comportamiento de los alumnos y de que no hablen entre ellos cuando no sea indicado. Cuando esté en la caminata de la excursión, por favor camine detrás de su grupo asignado y no permita que los alumnos se extravíen.

Las fotografías son excelentes recuerdos de su viaje, pero les pedimos que no pare la excursión ni interrumpa al guía para tomar fotos.

Finalmente, teléfonos celulares, beepers u **otros equipos electrónicos deben estar apagados** durante la excursión.

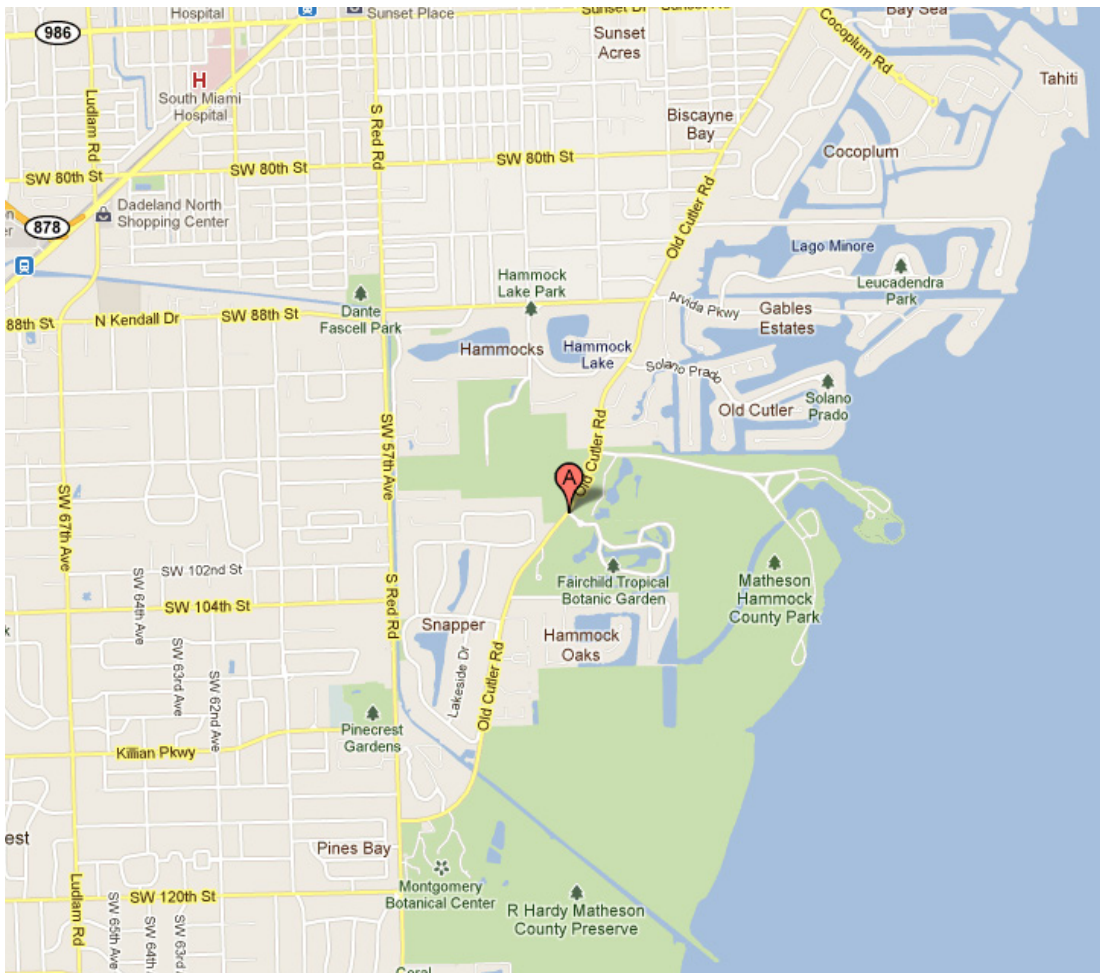
Les damos las gracias, y los invitamos a disfrutar de la belleza del Fairchild Tropical Botanic Garden.

Atentamente,

*El Programa Explorer*

Fairchild Tropical Botanic Garden  
305.667.1651, ext. 3322

# Driving Directions to the Garden



## From the North (US 1):

US 1 (South Dixie Highway) south to LeJeune Road. Enter the traffic circle. Turn onto Old Cutler Road (follow sign, "Fairchild Tropical Garden, 2 miles"). The Garden is on the left.

## From the South (US 1):

US 1 (South Dixie Highway) north to SW 112<sup>th</sup> Street (Killian Pkwy). Turn right onto Red Road/ SW 57<sup>th</sup> Avenue. Turn right onto N Kendall/SW 88<sup>th</sup> Street. Turn left onto Old Cutler Road. The Garden is approximately 2 miles on the right.

## From the South (Old Cutler Road):

Head North on Old Cutler Road. Drive to the intersection of SW 57<sup>th</sup> Avenue (Red Road) and Old Cutler Road. Turn right onto Old Cutler Road and continue north for one mile. Fairchild's entrance will be on your right.

**Any questions, please call 305.667.1651**

