



**MBG CENTER FOR
NATURE
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LEARNING**

Policies and Procedures for School Groups: MBG

2017-2018

Teachers: these policies and procedures are provided for your reference as you prepare for your visit to the Missouri Botanical Garden. Contact the School Programs office at 314-577-5185 with any questions you may have.

1) Scheduling

- a) All school groups intending to visit the Missouri Botanical Garden must register their visit in advance. This may be done by visiting our website at www.mobot.org/schoolprograms and completing one of our request forms, or by calling our office at 314-577-5185.
- b) Self-guided visits must be registered at least two weeks in advance of your planned visit.
- c) Facilitated programs (Garden Classes – Combination Classes, Plant Lab programs and Multidisciplinary Classes -- and Guided Tours) must be registered at least six weeks in advance of your planned visit.

2) Payments and Fees

- a) Program Fees
 - i) Fees for field trips at the Missouri Botanical Garden include:

| Program | Fee |
|--|-------------|
| Standard Combination class (up to 30 students, 6 adults) | \$150 |
| Large Combination class (up to 60 students, 12 adults) | \$300 |
| PlantLab Program (up to 30 students, 6 adults) | \$100 |
| Multidisciplinary class (per group of 30 students, 6 adults) | \$150 |
| Guided tour (per group of up to 30 students, 6 adults) | \$80 |
| Self-guided visit (PK-8, all ZMD) (student admission, required adults) | Free |
| Self-guided visit (HS+) (student admission, required adults) | \$8/student |

- ii) Schools located within St. Louis City and St. Louis County receive a 50% discount on all program fees, thanks to the generous support of the Metropolitan Zoo-Museum District. This discount should be reflected on your invoice.
 - iii) Program fees are due within two weeks of receiving your scheduling confirmation and must be paid in full **PRIOR TO YOUR VISIT. You may not pay program fees at the gate upon arrival.** The Missouri Botanical Garden reserves the right to cancel scheduled programs due to non-payment of fees.
- b) Additional Costs
 - i) Potential add-on costs include:

| Add-On | Cost |
|--------------------------------------|--------------------------|
| Children's Garden Admission | \$3.00 per student |
| Shaw's Satchels | \$5.00 per satchel |
| Pot-a-Plant (PlantLab – 30 students) | \$50 |
| Digital Camera use on guided tour | \$15 (added to tour fee) |

- ii) Schools located within St. Louis City and St. Louis County may check out Shaw's Satchels at no charge. Children's Garden admission, however, remains the same regardless of school location.
 - iii) There is no admission cost for adults entering the Children's Garden.
 - iv) Satchel costs, where appropriate may be paid ahead if you wish.
 - v) Children's Garden Admission should be paid on the day of your visit at the Children's Garden Ticket Fort. *(Please note that due to capacity restrictions, unregistered groups may not be admitted to the Children's Garden, even if they arrive prepared to pay admission.)*
- c) Please note that Garden Membership discounts cannot be applied to any of the above fees.





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3) Payment Methods

a) Checks

- i) Make your check out to 'Missouri Botanical Garden' and mail it to:

Missouri Botanical Garden
Education Division – School Programs
P.O. Box 299
Saint Louis, MO 63166-0299

- ii) Please be sure to include a copy of your invoice with your payment, and that the name of your school is evident on the check. (If sending a personal check, please note the name of your school in the Memo.)
- iii) Credit Card payments may be submitted by phone. Please call the School Programs office at 314-577-5185.

b) Scholarships

- i) A limited number of scholarships are available to assist schools wishing to visit the Missouri Botanical Garden cover some programming fees. These are awarded to schools in which at least 50% of the student population receives free or reduced lunch.
- ii) Scholarship request forms are available for download at our website www.mobot.org/schoolprograms or may be picked up in the Education offices at the Missouri Botanical Garden.
 - (1) Scholarships may be requested to cover **onsite program fees** only, and may not be applied to: Children's Garden admission, Shaw's Satchel rentals, Pot-a-Plant sessions, digital photography, adult chaperone admission or outreach programs.
 - (2) Scholarship forms should be completed and submitted within two weeks of requesting your visit.

4) Rescheduling, Cancellations and Refunds

a) Inclement Weather

- i) Field trip programs are held rain or shine, provided the Missouri Botanical Garden is open to the public.
- ii) In the event the Garden should close due to inclement weather, we will notify you immediately and work with you to reschedule your field trip if possible. If no rescheduling arrangements can be made, any paid program fees will be refunded in full.
- iii) In the event of a school closing due to inclement weather, we will work with you to reschedule your visit.

b) Cancellations

- i) Please inform us of cancellations as soon as possible. Call the office at 314-577-5185 or e-mail schoolprograms@mobot.org
- ii) Facilitated programs (Garden classes, PlantLab programs, and Guided tours) which are cancelled by the teacher more than 30 days from the date of the intended program are subject to a \$5 cancellation fee. Any paid fees will be refunded less this fee.
- iii) Fees paid for programs which are cancelled by the teacher less than 30 days from the date of the intended program cannot be refunded.
- iv) In the event that the Garden should need to cancel a scheduled program, all paid program fees will be refunded in full.

c) Refunds

- i) Refunds for credit card payments are made through the credit card system.
- ii) Refund checks cannot be issued for amounts of less than \$10.00. Please be aware that processing of refund checks may take up to six weeks.



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5) Chaperones

- a) For the safety of all students while visiting the Garden, **visiting groups MUST include one adult every five children under the age of 17**. If you cannot recruit enough adults to fulfill this ratio, please call our office at 314-577-5185 to discuss options.
- b) Standard Garden class and guided tour programs include free admission for up to 6 adults. Large Garden class fees include free admission for up to 12 adults.
- c) Self-guided groups are granted one free adult admission for every five students in attendance when the group arrives.
- d) Additional adults are admitted at the standard admission rates. Please be aware that St. Louis City and County residents receive discounted admission, so bringing proof of residency for those adults living in these areas is advised.
- e) Additional adult chaperones holding Garden memberships may use their membership privileges to waive their entry fee.
- f) Teachers should assign students to the supervision of specific chaperones prior to arrival.
- g) Teachers should make all chaperones aware of the day's itinerary, and provide chaperones with a copy of the Garden Map for School Programs and Chaperone Guidelines. These documents are available for download at our website (www.mobot.org/schoolprograms).

6) Visit Preparation Guidelines

- a) Buses
 - i) Buses must be arranged through your school district or school office. Please note that most busing companies require a two-week advance notice.
 - ii) Directions and a bus map are available for download at our website, www.mobot.org/schoolprograms. Please give this information to your bus driver prior to your visit if possible.
 - iii) Buses may park in the designated coach parking in the west lot of the Missouri Botanical Garden's parking area. Overflow bus parking is available in Lot B directly across from the Monsanto Center on Shaw Blvd. Security will direct your driver to the best parking location when you arrive. Teachers are encouraged to take note of where the bus will be parked and to make note of their bus driver's contact information if possible. (Please note that buses are asked not to idle in the parking lot.)
 - iv) Bus drivers are granted free admission to the Missouri Botanical Garden, as well as a free drink in our Sassafras Café.
- b) Arrival and Check-in
 - i) All school groups should plan to enter and leave the Garden through the Linnean Plaza gate, located to the east of the Ridgway Visitor Center. A downloadable map is available at our website (www.mobot.org/schoolprograms) that illustrates the recommended driving path for buses.
 - ii) Teachers should bring their completed confirmation form with them. Please indicate the total number of students attending the field trip as well as the number of adults.
 - iii) Please designate one teacher (preferably the teacher who served as primary contact during registration) to disembark upon arrival to handle check-in.
 - iv) Students should not be unloaded from buses until check-in is complete.

7) Visit Guidelines

- a) Please provide each student with a name tag that displays the student's first name and the name of your school.
- b) Chaperones are encouraged to familiarize themselves with the Garden's grounds. Please provide all attending adults with a copy of our "Places to Learn" Map for schools (downloadable at our website at www.mobot.org/schoolprograms) with phone numbers to facilitate contact during your visit.



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- c) If your group is attending a facilitated program that includes a walking experience (Combination class, Multidisciplinary Class or Guided Tour), please divide students and chaperones into groups prior to your arrival. Groups should be divided in the following manner:
- Standard class or tour (up to 30 students) – 3 groups of students with two adults each.
 - Large class (up to 60 students) – 6 groups of students with two adults each.
- d) For Self-guided experiences, please assign students to specific adult chaperones and make all chaperones aware of your contact information.
- e) Please review behavior guidelines with students and adults prior to arrival:
- Students must remain with their assigned groups at all times.
 - Please remember that the Garden's plants are living things and should be treated respectfully. Please do not pick leaves, flowers, fruits, etc.
 - Conservatories (the Climatron Conservatory™, Temperate House and Linnean House) contain exotic plants that should not be touched. Plant material found in conservatories should not be collected even if it is lying on the ground.
 - Please walk on paths or on grassy areas surrounding the planting beds. Do not enter the planting beds, however, or walk in mulched areas around trees.
 - Please avoid running and rough play, even in the Children's Garden. Be safe and be respectful of other guests.
- f) Adults will be asked to turn off cell phone ringers during facilitated programs to minimize disruptions. Please remind adults that supervision of students should be their primary focus during the visit, and to keep phone conversations, texting and social conversations to a respectful minimum.
- g) If your visit is scheduled over the lunch hour, please keep the following in mind:
- **Picnicking on the Garden's grounds – including parking lots and lawns – is strictly forbidden.** Groups found doing so will be asked to move by Garden personnel.
 - Groups that have scheduled a Combination Class or a Multidisciplinary class may eat lunch in their assigned classroom space in the Jordan Education wing if desired.
 - Groups that have scheduled a Plant Lab program, guided tours or self-guided visits are encouraged to make use of Tower Grove Park as a lunching location. (More information on Tower Grove Park can be found on the park's website: www.towergrovepark.org)
 - Boxed lunches for visiting groups may be ordered through our onsite caterer, Catering St. Louis. Please contact Cathy Jateff (cathy.jateff@mobot.org) for more information.
- h) In the event that your arrival time must be delayed for any reason, please call 314-577-5185 as soon as reasonably possible so that Visitor Services can be notified.
- i) Please call 314-577-5185 or send e-mail to schoolprograms@mobot.org with any questions or concerns you have regarding your field trip experience at the Missouri Botanical Garden.

