



# DALLAS ARBORETUM Education

## Tips: Before your school field trip

### ADMISSION

Self-guided Pre-K and 9<sup>th</sup> -12<sup>th</sup> grade **field trips do not include access to the Children's Adventure Garden.** [Please note: A Tasteful Place and the DeGolyer House are not open to school groups. We kindly ask you notify parents to avoid these areas.](#)

### PROGRAMS AND PRICING

All field trips cost \$10 per student. Program availability and pricing are subject to change. Outreach programs outside of Dallas County are subject to a travel fee. Most programs are eligible for Learning Partners funds for DISD schools. Visit our Education website for the most current program pricing and travel fees.

### CHANGES, PAYMENTS AND REFUNDS

A 50% non-refundable deposit is required at the time of reservation confirmation by the Education Department. [Final payment is due 30 days prior to scheduled visit date. If not paying in full at the time of the reservation, please plan to have payment mailed in advance to ensure it arrives by the due date. Credit card payments accepted.](#)

Programs reserved less than 30 days in advance of booked date require full payment upon reservation confirmation, of which 50% will be non-refundable. If payment is not made by due date, we reserve the right to open your booked reservation dates and class times to others.

No refunds except in the event of garden closings due to inclement weather or other issues deemed serious enough by the Dallas Arboretum to warrant cancellations. [The Arboretum does not issue refunds or tickets for absent group members nor will it make adjustments to the attendance number past the time of booking confirmation, unless additional tickets are needed.](#)

If you need to reschedule or cancel your reservation, you MUST email Reservations at [education@dallasarboretum.org](mailto:education@dallasarboretum.org) TWO WEEKS before your scheduled visit in order for your payment to apply to one (1) future visit. Any additional future changes in bookings will require rebooking and a new 50% deposit.

### SPECIAL NEEDS

Please let the Reservations Department know if you are bringing children with special needs in need of specific accommodations.

### MEMBERSHIP

Dallas Arboretum membership or complimentary tickets are not valid for student participants in scheduled educational field trips, unless specifically advertised on our website.

### CHAPERONES/ADULTS

Schools are required to maintain the 1:8 adult to student ratio at all times, with those teachers/chaperones receiving free admission. All teachers are counted towards this ratio. Additional adults added at the time of booking will receive a \$2 discount on the regular entry price of \$17. Otherwise, additional adults showing up the day of the field trip will be required to pay normal admission prices and may not be able to attend scheduled programs due to space limitations. Non-school vehicles are required to pay normal parking price. Parking discounts may be available online.

### SIBLINGS/STROLLERS

Education experiences are only open to the school children included in the group reservation. Siblings and strollers should not be brought with chaperones and may be refused entry to educational programs.

### FIELD TRIP ETIQUETTE

[View Children's Adventure Garden etiquette with your students prior to your visit.](#)

# Tips: The day of your school field trip

## REVIEW ALL COVID-19 REQUIREMENTS

Prior to your visit, please review our [current COVID-19 policies](#).

## CHECK-IN

School check-in begins at 9:00am, unless an earlier time is confirmed with the reservations department. Please ensure that you are arriving at the appropriate entry for your program. This location is included in your confirmation email. Be sure to bring your confirmation email and have an accurate count of students, free teachers/chaperones and additional pre-paid chaperones.

The lead teacher will disembark from the bus and take the confirmation paperwork to the education reservationist, while education staff assists in directing your busses to parking for students to disembark. In the Main Garden, teachers check in at **the Old Ticket Booth. In the Children's Adventure Garden**, this will be at the ticket booth.

[Any additional chaperones that have not pre-paid will pay regular garden admission at the ticket booth](#). Any chaperone that has parked their vehicle and has not pre-paid for parking should pay for parking at either ticket booth prior to leaving the Dallas Arboretum. Discounted parking may be available online prior to arrival.

## PROGRAM TIMES

If you are scheduled for an educational program, please ensure you are aware of which program you are participating in and when and where it takes place. The confirmation email contains all program time information. This information will be given to the lead teacher prior to the day of the field trip. [The lead teacher is in charge of creating groups for each program time](#). In most cases, we are unable to accommodate schedule changes on the day of your field trip. Missed programs are not eligible for refunds.

## LUNCHES

**Place lunches in coolers or large boxes and clearly mark your school's name on them. Unload and bring them into the garden as your group arrives for check-in.** Suitable spots for group lunches noted in the Dallas Arboretum Field Trip 2021-2022 Map provided with registration. [Wheeled coolers are recommended as Dallas Arboretum staff are unable to provide assistance](#).

## FIRST AID AND LOST & FOUND

First Aid and Lost & Found are located at the Information Booth at both ends of the garden. Post-field trip lost item inquiries can be directed to [volunteers@dallasarboretum.org](mailto:volunteers@dallasarboretum.org).

## FIELD TRIP ETIQUETTE

Chaperones are responsible for up to 8 children. They should be in separate groups and remain with their assigned chaperone AT ALL TIMES. This includes entrance into galleries, buildings, and public areas.

Schools that arrive with fewer than one adult per 8 children may be refused entry without refund.

Children must NOT pick plants, feed animals or step into the flower beds or abuse displays or equipment of any type.

Children must NOT climb on rocks, fences, arbors or water features. Rails and banisters are NOT slides.

Children should walk (in single file) on pathways for their safety and that of other guests. This means no pushing or shoving of others in any part of the facility.

Children should use quiet voices in the garden and inside all buildings.

We request that all cell phones be on "vibrate" and should be used by chaperones only in case of emergencies or coordination **with the lead teacher. At all times the chaperone's attention should be on students.**

Children who are not in a specific class in a gallery with an Arboretum teacher should have educational goals to EXPLORE, DISCOVER and LEARN. If their teacher has not supplied materials before arrival, please ask a member of the education staff and these materials can be supplied.