



Sandoway Discovery Center  
 Delray Beach, FL 33483  
 561-274-7263

## Outreach/Field Trip Reservation Request Form

<b>Contact Person:</b>	<b>Group Organization:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Address:</b>	<b>E-mail:</b>

**Program Date(s): (Please give several dates for ease of scheduling)**

1.	2.	3.
----	----	----

**Program Time (Please Highlight or Circle one) (Please contact the nature center if these times don't work for you. We can work with you.)**

1. 10:00am	2. 1:00pm
------------	-----------

**Participants:**

<b># of children:</b>	<b>Age(s)/Grade Level(s):</b>
<b># of adults:</b>	<b>(If your group is larger than 60 people, please contact the nature center.)</b>
<b>Any special needs:</b>	

**I grant permission for Sandoway Discovery Center to use images/pictures of my class in their promotional material.**

**Please call for special pricing if you are a Title 1 School!**

**Outreach Program:**

- \$6.00 per student
- Chaperones are free
- Minimum class size: 25 students
- Outreach programs are 1 hour long

**Field Trip:**

- \$6.00 per student
- 1 chaperone is free with ever10 students
- Minimum class size: 10 students
- Field trips are 2 hours long

**Payment can be made by cash, check or credit card.**

**Important Field Trip Information:**

**Direction to the nature center from the south:**

I-95 to Linton Blvd.  
 East on Linton to A1A (S. Ocean Blvd.)  
 North (left) on A1A to Sandoway Park

**Directions from the north:**

I-95 to Atlantic Ave.  
 East on Atlantic to A1A (S. Ocean Blvd.)  
 South (right) on A1A, 2 blocks to Sandoway Park

**Parking is provided for limited number of cars in the Ingraham lot south of the building.**

**Parking passes are available upon request.**

**Buses can drop students off in the Sandoway Discovery Center parking lot and then park in the designated spots north of the Center in Sandoway Park. You will be given a parking pass at the time of arrival by a staff member.**



## **Important Information for Chaperones**

### **BEFORE YOU ARRIVE**

Please prepare your group for what to expect with regards to the program topic, rules for the field trip (see below), and the timeline of the field trip (program time, lunch, etc.)

### **ARRIVAL**

- Please arrive 15 minutes prior to your program start time.
- If you are going to be late, call us. We reserve the right to shorten or cancel the program in the event that your group is 15 or more minutes late.
- Personal items must stay on the bus or in vehicles. Hands need to be free of items for the program.
- Payment is due upon arrival (see invoice for payment details).

### **LUNCH POLICY**

- Lunches must stay on the bus or in vehicles until lunchtime.
- There is a park next to the nature center with one picnic table. There is no place to eat inside the Center. The beach is directly across the street and can be used as a place to eat lunch.
- Sorry, there are no vending machines at the Center.

### **CHAPERONE EXPECTATION**

- Chaperones must enforce nature center rules and handle discipline issues.
- Chaperones are to stay with the group at all times.
- Please silence or turn off cell phones. We ask that you do not use phones during the program.
- Please keep conversations with other chaperones to a minimum.

### **BUILDING RULES**

- No running
- No yelling or disruptive behavior
- No tapping on animal enclosures
- Be gentle with hands-on exhibits
- No climbing or standing on the exhibits and railings

### **PLEASE NOTE**

- Program lengths are approximate, as we tailor the program to the age and ability of the participants.
- We do have a small gift shop. Students will be able to enter 5 children at a time with a chaperone.

**For more information about our nature center please visit our website at: [www.sandoway.org](http://www.sandoway.org)**