Please have the following information ready when calling to make your Field Trip Reservation:

- Program and option.
- Select at least three possible field trip dates.
- Verify your dates with school administration and transportation availability.
- Determine the number of classes, students and estimated chaperones.
- Reservation Minimum: 15 students* per group for most programs. (If your group is 15 or less, you will still be responsible for payment for 15 students. *Note: some programs have a higher minimum.

MAKING YOUR RESERVATION:

- Call Flamingo Gardens at 954.473.2955 x115 or email education@flamingogardens.org to check date availability and make your reservation.

- We will need the following information:
  - Grade level; class/student count
  - School name, address, email, phone & fax number
  - Bookkeeper & contact teacher’s name, phone number & fax number
  - Whether your group will be eating lunch/snack on premises.

- Flamingo Gardens is happy to provide accommodations for children with special needs; let us know at the time of reservation (wheelchairs, individual chaperon, etc.)

- A non-refundable & non-transferable 20% deposit or a Purchase Order is due within 14 business days of reserving your program.

- Flamingo Gardens membership benefits are not applicable on group reservations

Flamingo Gardens is an approved site for Supplemental Arts Education Program Funds. Check with your principal or bookkeeper for details.

Chaperones

- Chaperones are any teacher or adult accompanying the group.
- Assign chaperones a specific group of children. Adult chaperones will work with their group at all times to ensure the safety of the children and completing the program.
- Request that the chaperones that they are present to assist teachers in maintaining order and keeping students together

- Inadvertent misses or groups or causing disturbances will be asked to leave without a refund.

- We allow 2 chaperones per class/group (grades 1-12) or 1 chaperone per 7 children (pk-6) no charge. All chaperones that fall within this ratio are not charged admission. Any additional adults over the grade ratio will be charged at a reduced education rate of $15.00.

- Schools/organizations are responsible for collecting money from chaperones to pay in one transaction.

- Flamingo Gardens membership benefits are not applicable on group reservations.

RESERVATION CONFIRMATION - Look for your Program Confirmation letter from Flamingo Gardens within 5 days of making reservation.

- Fax/email signed confirmation/invoice letter. Fax # 954.473.178 or scan and email to education@flamingogardens.org

- Call: 954.473.2955 x115 if you do not receive your confirmation/invoice letter within three days of making your reservation.

Payment, Cancellation & Refund Procedures/Policies

- 20% Deposit or a Purchase Order is required within 14 days of making reservation
- DEPOSIT - Pay 20% non-refundable deposit within 14 days of making reservation with check, credit card or money order.
- Your deposit is non-refundable so please pay your trip carefully. If you fail to pay your deposit by the deadline, your reservation is subject to cancellation.
- Purchase orders are accepted in lieu of 20% Deposit. A fully executed PO is due within 14 days of making a reservation.
- FINAL HEADCOUNT - 10 days before visit, call Flamingo Gardens at 954.473.2955 x115 to give the final headcount.

- 10 days before visit, a final invoice will be sent to you, reflecting the correct reported headcount. Tip: Make sure you are submitting an accurate final headcount as you are guaranteeing payment for that number.
- FINAL PAYMENT - Mail check for final payment to Flamingo Gardens receives it 8 days prior to visit.

- Notate invoice number on check. Purchase orders are accepted.
- If you are paying by credit card, Flamingo Gardens to provide credit card account information 3 days prior to visit.

- If final payment is not made by the deadline, your reservation is subject to cancellation and you will forfeit your reservation.

Payment Methods: cash, checks, money orders or credit cards (Visa, MasterCard, American Express or Discover.) Purchase orders are accepted. Make your check out to Flamingo Gardens. Mail to Flamingo Gardens, Education, 3750 Flamingo Rd, Davie 33330.

Rescheduling Fee: If you need to reschedule your visit date, you will be charged a $25 rescheduling fee. Please note that rescheduling cannot be guaranteed due to limited availability.

Cancellation and Refunds:

- If you cancel your reservation within 14 days of booking your visit, there will be no penalty.
- If you cancel your reservation more than 14 days before booking your visit, you will forfeit your 20% non-refundable deposit.
- If you cancel less than 7 days before your scheduled visit, no refund will be issued.
- no-show - no refunds

Food:

- Flamingo Luncheons: Groups are welcome to bring their lunches; eating areas must be reserved in advance. We allow 30 minutes per lunch
- Pack lunches in clear coolers, zipped cooler bags (best options) or boxes/bags.
- You and your staff/chaperones are responsible for getting the boxes off the buses and moving them to the storage area.
- If students are carrying their individual lunches, we will provide carts.

- Due to limited facilities, we suggest bringing sanitizer/wipes to expedite pre-lunch hand washing.
- Picnic areas are limited in space and time, so reserve early.

Ordering lunches from Flamingo Cafe: 7 days before visit, email lunch order to education@flamingogardens.org.

Do not bring food/snacks to be eaten while on the program tour. This creates a problem with the wild birds visiting Flamingo Gardens.

lunches may be eaten upon arrival or at the end of your tour, (not in the middle of your program tour.) These arrangements may be made on a case-by-case basis depending upon program date/choice. If your class has an earlier lunch at school, you may want to consider scheduling lunch upon arrival.

No matter where your school/group is assigned to eat lunch, it is important that students cleanup after they eat lunch to preserve our natural environment. Plastic wrappers, etc. are hazardous to the birds and wildlife living at Flamingo Gardens.

The Day of Your Visit

Day of trip, please arrive at least 15 minutes prior to program start to allow enough time to eat lunch and load students and lunches.

- If your transportation is running late, CALL 954.473.2955 x115. We will try to accommodate your lateness, if possible.

Staffing: We assign a staff-guide/interpreter to each group or work with groups of 15-30 students to make sure that students can see, hear and learn as much as possible.

Resources: We have prepared a packet for each of our programs. It includes vocabulary, suggested reading, writing/conversation prompts, citizen science ideas, etc. We will share this with you, for you to share with your fellow teachers.

Where to go:

- School buses arrive at Flamingo Gardens Main Entrance and are directed by a staff/interpreter to direct you to the appropriate area for the students to disembark.
- Bus Drivers can enter Flamingo Gardens at no charge.
- Cars and vans proceed to the general parking area.
- Greeting: A Flamingo Gardens Guide will meet your group at the bus. All students/personal school will remain in the off-loading area, until the lunches and children are completely unloaded. Flamingo Gardens guides will direct you to the appropriate area.
- Check-In: Give a count of students and chaperones per class/group.
- No food will be given for no-shows.
- School group is responsible for paying for the number of attendees booked as of seven (7) days prior to visit.
- In the event of a remaining balance, you may pay via check, cash or major credit card at the Education Desk/MasterCard, American Express and Discover.

Suggested Dress: To help your students be prepared for a comfortable trip, we suggest: Closed-toe, comfortable walking shoes (lots of walking), shorts with sleeves, brimmed wide brimmed sunhat/brimmed hat for the anticipated weather.

Students should come prepared with sunscreen, insect repellent and water to drink.

Last thoughts for a good experience:

- Give your students a snack prior to leaving school, as lunch at Flamingo Gardens is usually later than at your school site.
- Share the day’s program information with your fellow teachers, so they will know what to expect.
- Forward the resource packet to your fellow teachers in advance of the scheduled trip. This will enable them to prepare their students for their experience.