



# John Bunker Sands Wetland Center Educational Agreement Form

Education Group: \_\_\_\_\_ Todays Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Arrival/Departure Times: \_\_\_\_\_

Program Title(s): \_\_\_\_\_ Grade Level: \_\_\_\_\_

Thank you for scheduling a field study with the John Bunker Sands Wetland Center. Below is the breakdown of our fees, our program guidelines and cancellation policies.

*Please read thoroughly, then sign below and return this contract along with deposit by: \_\_\_\_\_*  
*You may call and give us a credit card number to keep on file so we can hold the date of your program if sending a check is more difficult. Otherwise the check is due by the due date.*

	Estimated Number	Total Amount
Program Details		
# of Students (\$8.00/person) <b>Minimum 10 students or \$80.00</b>		\$
# Teachers/Chaperones (\$8; one free/10 Students)		\$
# Parents (\$8.00)		\$
Total		\$
Less \$_____ Non-refundable Deposit	Program ____ day	-\$
Total		
Balance Due		\$

A signed copy of this contract and a \$\_\_\_\_\_ non-refundable/transferrable deposit must be received by the date indicated.  
**Deposit can be made by check, or we can keep a credit card on file.**

*If the contract has not been received and/or no contact has been made by your group by this date, JBS Wetland Center reserves the right to cancel your reservation.*

**\*\*Total cost of program is due by check, credit card, or cash upon arrival of the program date\*\***

**Please be sure to read our Program Policies below regarding changing participant numbers and program cancellation**

**REVISIONS TO PARTICIPANT NUMBERS**

Program fees are based upon the number of students and adults you indicated would attend the program. This information is essential for scheduling staff and purchasing supplies. If you need to revise the number of students or adults in your group, please give us 14 days notice so that we can make any necessary programming adjustments. **Fees will be calculated on the number of participants two weeks prior to the program date.**



## **CANCELLATION POLICY**

The Wetland Center requires 30 days notice of any intent on your part to cancel the program. Prior notice is required so that we can afford other organizations the opportunity to schedule a program. ***Without such notice, we must consider the fee payable in full, regardless of whether or not the program occurs.***

## **WEATHER POLICY**

***Programs will occur rain or shine and are rarely cancelled or rescheduled due to weather.*** If weather forecasts suggest rain or other inclement weather on the day of the program, it is the responsibility of the school to have the students and adults dress appropriately for the weather. In extreme weather situations (thunder and lightning, extremely high winds, and/or extreme temperatures) the Wetland Center reserves the right to cancel the program. In these situations, all attempts will be made with the school to reschedule the program. If a mutually acceptable date cannot be found, the school will not be liable for program fees. The safety of the students and program participants is our top priority.

## **SCHOOL GROUP BEHAVIOR AND PARTICIPATION EXPECTATIONS**

***Please review with your students and chaperones before your JBS Wetland Center visit.***

- JBS Wetland Center Programs are field ***studies***, not field ***trips***. Please ensure that students are aware that they will be involved in a science class and will be expected to conduct themselves accordingly.
- ***Discipline is the responsibility of the students, teachers and/or chaperones.***  
Students that cannot be controlled will be asked to wait in the visitors center with a chaperone.
- ***JBS Wetland Center educators / naturalists are professionals in the environmental education field*** with much to offer your students. They are expected to treat all visitors with consideration and respect. In return, students, teachers, and chaperones are expected to treat our educators / naturalists with consideration and respect.
- ***Teachers and chaperones are expected to be active participants in the JBS Wetland Center program.*** We make every effort to have small group sizes in our field classes, however, sometimes groups are larger than preferred and it is very important that teachers and chaperones help facilitate programs and maintain group control.
- ***Please respect the wildlife, natural surroundings, nature center, and fellow students. Voices should be kept low when around the wildlife, on the boardwalk or other areas where wildlife is present.***
- ***Please do not sit on boardwalk rails, enter the wetland without permission or touch wildlife.***
- ***Please do not pick or damage any plants.***

**I have read the JBS Wetland Center Teacher and Chaperone Information for field studies and have reviewed with my group the above behavior and participation guidelines. I understand and agree to the JBS Wetland Center's expectations, cancellations and billing policies. *(electronic signature is fine)***

Group Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please contact me if you have any questions regarding your reservation or the information contained within this contract. We look forward to working with you to create the best learning experience possible.

Linda Dunn, Education Manager

972-474-9100

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