

POLICIES AND PROCEDURES FOR SCHOOL GROUPS: MISSOURI BOTANICAL GARDEN 2021-2022

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 schoolprograms@mobot.org or 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 Guided Experiences and PlantLab Investigations programs) 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 Garden Guided Experience class (up to 30 students, 6 adults)	\$180
Large Garden Guided Experience class (up to 60 students, 12 adults)	\$360
PlantLab Investigations (up to 30 students, 6 adults)	\$120
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 will 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.



updated on: 5/27/2021

b) Additional Costs

i) Potential add-on costs include:

Add-On	Cost
Children's Garden Admission	\$5.00 per student
MBG Nature Knapsacks	\$5.00 per satchel
Pot-a-Plant (PlantLab – 30 students)	\$60
Digital Camera use on guided tour	\$15 (added to program fee)

ii) Schools located within St. Louis City and St. Louis County may check out MBG Nature Knapsacks at no charge. Admission to enter the Children's Garden remains the same regardless of school location.

(1) Scholarships are not available to cover Children's Garden admission fees at this time. Entry to the Children's Garden will be free for all visitors from June 1 through June 27. Starting June 29, regular admission costs will be \$5 per student

(2) To ensure the safety of all Children's Garden visitors, students should be under the supervision of adult chaperones at all times. Teachers to assign students to specific adults before entering the play area. 1 adult chaperone per 5 students is required in the Children's Garden.

(3) Timed Exploration Session tickets are required to enter Children's Garden. Tickets must be purchased in-person at the Children's Garden Ticket Fort for same-day entry. Exploration Session tickets are not available online or for advance purchase.

a. 90-minute Exploration Sessions each day starting at 10 a.m., noon, and 2 p.m. At the end of each session, the Children's Garden will be cleared for cleaning.

(4) To ensure the safety of all Children's Garden visitors, students should be under the supervision of adult chaperones at all times. Teachers to assign students to specific adults before entering the play area. 1 adult chaperone per 5 students is required in the Children's Garden.

iii) MBG Nature Knapsack costs, should be reserved and paid for prior to your visit.

c) Garden Membership discounts cannot be applied to any of the above fees.

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
4344 Shaw Blvd
Saint Louis, MO 63110

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.)



MISSOURI BOTANICAL GARDEN

updated on: 5/27/2021

- 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) Due to capacity concerns, scholarships are awarded for visits from September through February only.
- iii) Scholarship request forms are available for download at our website www.mobot.org/schoolprograms) or may be picked up in the Education offices at Missouri Botanical Garden.
 - (1) Scholarships may be requested to cover **onsite program fees** only, and may not be applied to: Children's Garden admission, MBG Nature Knapsack 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 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 Guided Experiences and PlantLab Investigations) 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.

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.



MISSOURI BOTANICAL GARDEN

updated on: 5/27/2021

- b) Standard Garden Guided Experiences class include free admission for up to 6 adults. Large Garden Guided Experiences 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, proof of residency for 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 Lot B directly across from the Monsanto Center on Shaw Blvd. Security or a MGB School Program and Partnership staff member will assist 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.
- b) Arrival and Check-in
 - i) All school groups should plan to enter and leave the Garden through the Ottoman Garden gate, located to the east of the temporary Jack C. Taylor 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.



MISSOURI BOTANICAL GARDEN

updated on: 5/27/2021

7) Visit Guidelines

- a) At this time (May 2021), there is a limit on group sizes to no more than 10 individuals in total.
- 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.
- c) If your group is attending a facilitated program that includes a walking experience (Garden Guided Experiences and PlantLab Investigations), please divide students and chaperones into groups of no larger than 10 persons prior to your arrival. Groups should be divided in the following manner:
 - Standard class or tour (up to 30 students) – 4 groups of students with two adults each.
 - Large class (up to 60 students) – 8 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.
 - Cloth face coverings must cover the nose and mouth and are required for unvaccinated guests age 5 and older per the City of St. Louis and CDC guidelines. Masks are highly encouraged for children ages 2–5
 - 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 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 silence cell phone notifications 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 Garden Guided Experiences and PlantLab Investigations, 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 Catering St. Louis at (314) 577-0256 for more information.



MISSOURI BOTANICAL GARDEN

updated on: 5/27/2021

- 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.



MISSOURI BOTANICAL GARDEN