



FREDERIK MEIJER Gardens & Sculpture Park

POLICIES AND PROCEDURES (2016)

- **Registration Requirements:** A minimum of two weeks notice is required for all registrations.
- **Group Arrival Time:** We reserve the right to limit the number of groups arriving at one time.
- **Teachers:** One teacher per classroom with a valid school ID receives free admission.
- **Chaperone Ratios:** 1:4 chaperone to student ratio for all groups arriving by car and/or all groups with Preschool-Kindergarten students; 1:6 for all other groups.
- **Group Size:**
 - Reduced Group Admission is offered to groups of 10 paying students or more (students must be ages 3-18); smaller groups may pay for a minimum of 10 students to get the Reduced Group Admission rate; groups with the majority of children under the age of 3 must meet a minimum admission fee of \$40
 - GUIDED TOUR AND/OR CLASSROOM ACTIVITY
 - Minimum of 10 paying students to conduct any Guided Tour or Classroom Activity
 - Maximum of 40 total people (students and adults) for any Guided Tour and/or Classroom Activity session; multiple sessions maybe scheduled to accommodate large groups
 - PROGRAM
 - Minimum of 20 paying students to conduct a Program session
 - Maximum of 45 students for any Program session; multiple sessions maybe scheduled to accommodate large groups
 - If a group's actual numbers on the day of the trip (students and adults) exceed the maximum allotted then we do not guarantee that everyone in the group will be able to participate in the scheduled activity
- **Confirmation:** Groups arriving without a confirmation email will be considered as unscheduled and will be charged the General Admission rate
- **Deposits:** \$50 deposit for all Guided Tours, Programs, Classroom Activities, Room Rental and/or Tram Tour groups (these field trips require additional materials, volunteers, etc.). Deposit is required two weeks after the date of confirmation or two weeks prior to the visit, whichever is sooner.
- **Delays:** Groups arriving more than 15 minutes after their scheduled activity time cannot be guaranteed participation in their scheduled activity
- **Cancellations:**
 - All deposits are non-refundable (unless due to severe weather conditions – linked to school closure dates)
 - If the cancellation is 3 business days or more prior to the scheduled field trip groups may reschedule and transfer the deposit to the new field trip date (through September 30th, and a minimum of two weeks from the date of rescheduling)
 - Groups cancelling with less than 3 business days notice will forfeit their deposit
- **Non-School Groups Amendments:**
 - Homeschool Groups:
 - Group organizer (1 adult) is free; all other adults are considered chaperones (within the ratio)
 - If choosing to do two different types of classroom activities, the activities must take place consecutively rather than simultaneously due to teacher constraints
 - Scout Groups:
 - Up to 2 scout leaders per group; 1 is free, the other is considered a chaperone
 - All adults (beyond the 2 leaders) will be charged the Additional Adults rate
 - No minimum number of students required to receive Reduced Group Admission
 - Summer Camp Groups:
 - Group organizer (1 adult) is free; all other adults are considered chaperones (within the ratio)
 - Other Groups:
 - Group organizer (1 adult) is free; all other adults are considered chaperones (within the ratio)