

POLICIES AND PROCEDURES (2018)

- **Registration Requirements:** A minimum of two-weeks' notice is required for all registrations. (We do not process registrations on weekends.)
- **Group Arrival Time:** In order to promote a positive field trip experience, 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. Additional teachers with a school ID will be admitted at the reduced rate of \$4 each.
- **Chaperone Ratios:** For all groups arriving by cars and/or all groups of Preschool-Kindergarten students, 1 adult chaperone for every 4 students will be admitted at the reduced chaperone rate. For other groups, 1 adult chaperone for every 6 students will receive the reduced chaperone rate. All groups are required to bring a minimum of 1 adult for every 10 students.
- **Group Size:** Reduced group admission is offered to groups of 10 paying students or more (students must be ages 3-18). If a group's actual numbers on the day of the trip (students and adults) exceed the maximum allotted for a particular activity, then we cannot guarantee that everyone in the group will be able to participate in the scheduled activity.
 - SELF-GUIDED VISIT
 - Minimum of 10 paying students is required to qualify for the Reduced Group Admission rate.
 - Smaller groups or groups with the majority of children under the age of 3, must meet a minimum admission fee of \$40.
 - Reduced Group Admission does not have a maximum number of participants required.
 - GUIDED TOUR AND/ OR 45 MINUTE CLASSROOM ACTIVITY
 - Minimum of 10 paying students, or tour/classroom fee of \$50, is required to conduct any Guided Tour or 45 Minute Classroom Activity.
 - Maximum of 40 total people (students) for any Guided Tour and/ or Classroom Activity session; multiple sessions may be scheduled to accommodate larger groups.
 - 90 MINUTE PROGRAMS
 - Minimum of 20 paying students, or program fee of \$120, is required to conduct a Program session.
 - Maximum of 45 students for any Program session; multiple sessions may be scheduled to accommodate larger groups.

- **Confirmation:** groups arriving without a confirmation email will be considered unscheduled and will be charged the General Admission rate.
- **Deposits:** A \$50 deposit required for all guided tours, 90- minute programs, classroom activities, room rental and/or tram program groups (these field trips require additional materials, volunteers, etc.) Deposits are required two weeks after the date of confirmation or two weeks prior to the visit, whichever comes first.
- **Delays:** Though we will make every effort to accommodate late arrivals, groups arriving more than 15 minutes after their scheduled activity time cannot be guaranteed participation in their scheduled activity. Please call 616-977-7683 or 616-974-5239 if a delay is expected.
- **Cancellations:** If a group cancels their trip 3 business days or more prior to their scheduled field trip, they may apply their deposit to a rescheduled field trip date within the same school year. The rescheduled date must be a minimum of two weeks from the date of the cancellation. Groups canceling with less than 3 business days' notice will forfeit their deposit. All deposits are non-refundable unless due to severe weather conditions as defined by school closures.
- **Non-School Groups:**
 - Homeschool Groups:
 - One organizer is considered the lead teacher, all other adults are considered chaperones (within the ratio).
 - If choosing to do two different types of classroom activities, in order to accommodate students of different age levels, they must take place consecutively rather than simultaneously due to teacher constraints.
 - Scout Groups:
 - No minimum number of group participants.
 - Up to two scout leaders per group; 1 is free, the other is considered a chaperone at the reduced \$4 group admission rate.
 - All other adults will be charged the Additional Adults rate.
 - Summer Camp Groups:
 - One organizer is considered the lead teacher, all other adults are considered chaperones (within the ratio).
 - Other Children's Groups:
 - One organizer is considered the lead teacher, all other adults are considered chaperones (within the ratio).
- **Memberships:**
 - In order to encourage chaperone attendance, adults with memberships to Meijer Gardens may use them when accompanying students on a field trip. However, field trips are not a member benefit and cannot be used for students.