



**2007/2008 School Programs**  
**Pre-Visit information**  
As of 8/15/07

***PLEASE READ BEFORE ARRIVING AT THE AQUARIUM***

Thank you for choosing the Birch Aquarium at Scripps for your educational experience. Please verify the accuracy of your program reservation listed on the confirmation. If you note any discrepancies please call our Education Scheduling Department at **858-534-7336**.

Please read through the following information in preparation for your program:

**Payment:**

- **All programs and self-guided visits should be paid in advance.**
- Payment should be sent to the Education Department no later than two (2) weeks prior to your program.
- Please make checks & purchase orders payable to: **UC Regents. Please include your reference number on your check.**
- Please send your payment to:

**Education Department**  
**Birch Aquarium at Scripps, UCSD**  
**9500 Gilman Drive, Dept. 0207**  
**La Jolla, CA 92093**  
**Fax: 858-534-5610**

**Arrival:**

- Please arrive at **least 20 minutes** early to allow for parking, unloading, check-in, etc.
- Follow the signs for “School Program Check-In”. The teacher/group leader must check in with the Education Office.
- Please know the exact number of children and adults in your group before coming to the Education Office, and have your payment ready.

**Parking:**

- The Aquarium offers three (3) hours of courtesy parking in our lot.
- If you will be staying longer than three (3) hours you may purchase parking passes for \$5 per vehicle from the Education Office.

### **Cancellation, Rescheduling and Refunds:**

- **To cancel your program we must receive a cancellation in writing by either mail or fax.** The cancellation form is included in this packet.
- Due to loss of reservation space, we regret to inform you that **you will be responsible for 20% of the cost of your visit if your reservation is cancelled less than two (2) weeks prior to your program, if you fail to arrive at your scheduled time, or if you do not show up for your scheduled program.**
- The aquarium reserves the right to cancel or adjust your program if your school is more than 30 minutes late.
- **If you need to reschedule your program, please call us no later than two (2) weeks prior to your program date. You will be responsible for any additional charges which may accrue if you call after the two week deadline.**
- If you have an emergency, please let us know as soon as possible so that we can inform the instructor(s).

### **Chaperones:**

- **Pre-K ratio: one chaperone per two students (1:2)**
- **K-12 ratio: One chaperone per five students (1:5)**
- Additional chaperones must pay the regular adult admission price of \$11.00.
- All Chaperones are expected to follow the “Chaperone Guidelines” enclosed in this packet.
- Please refer to guidelines for information on name tags, proper behavior, etc.

### **Lunches:**

- No food, drink, or gum is allowed inside the Aquarium.
- Food and beverages are available from the Splash Café located outside of the aquarium.
- On-site picnic tables are available in the front of the facility. Please remember that this picnic area is limited and tables are on a first come, first served basis.
- We recommend that you picnic at Kellogg Park, which is located one mile south of the Aquarium. Parking at Kellogg Park is free.

### **Photography Policy:**

- We sometimes photograph visitors for educational and promotional purposes. Entry into the aquarium grants permission for use of these images. You are welcome to take photos and video for your personal use only; commercial photography is prohibited without permission from Scripps Institution of Oceanography, Communications Department.

### **Discovery Bags from the Aquarium Bookstore:**

- This bag will allow your students to leave with an affordable memento of their visit to the Birch Aquarium. Discovery Bags cost \$5.00 (including tax) and are available by calling the Bookshop at 858-534-8753. Discovery bags may include a Birch Aquarium pencil,

sea life erasers, a fish photo magnet, sea life stampers, and a postcard. In order to guarantee availability, please call two weeks prior to your visit.



## Chaperone Guidelines

Welcome! We hope your visit to the Birch Aquarium at Scripps is both educational and enjoyable. To help make your visit a success, please follow these simple rules.

We depend upon your cooperation. Thank you!

- Know which students are your responsibility.
- Make sure each chaperone wears a nametag.
- Stay with your students at all times!
- If students need to use the restroom, please wait for them to rejoin your group. One Chaperone should accompany students to the restroom.
- Set a meeting place in case anyone gets lost (we suggest the Information Booth).
- Review our rules with your students before the start of your visit:
  - No running or pushing.
  - Use inside voices.
  - Stay with your chaperone.
  - Be courteous to other visitors.
  - Treat the exhibits with care.
  - Do not tap on the Aquarium glass or use it as a writing surface.
  - Have fun!
- Report unruly students to the teacher or leader of your group. Unruly or discourteous students and their chaperones may be asked to leave the facility and wait outside for the rest of their group.
- Make sure your students dispose of their trash in the proper receptacles. We support and encourage recycling.
- Know your departure time and gathering place.

Courtesy to all our visitors is important to us. Thank you for your help in making sure that all of our visitors have an enjoyable experience.

**Enjoy your visit to the Birch Aquarium!**



## Cancellation Notice

- This Cancellation Notice must be mailed or faxed (858-534-5610) at least two (2) weeks prior to your scheduled program. **We regret to inform you that you will be responsible for 20% of the cost of your visit if your reservation is cancelled less than two (2) weeks prior to your program, if you fail to arrive at your scheduled time, or if you do not show up for your scheduled program.**

**Please fill out this form completely**

**Reference number** \_\_\_\_\_

**Reason for cancellation:**

**(In order to better serve our customers, it is important that we understand the reason for your cancellation)**

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**Date of Program:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_

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