

DISCOVERY LAB INFORMATION

CONFIRMING YOUR PROGRAM

Please review your Program Itinerary and Order Summary prior to your visit. If there are any discrepancies, email birchaquariumprogram@ucsd.edu or call (858) 534-7336.

CHECKLIST: PREPARING FOR YOUR PROGRAM

- **Arrival:** Plan to arrive at least 15 minutes before your program start time to get checked in.
- **Meeting Point:** Meet at the Whale Fountain in front of the aquarium.
- **Teacher Check-In:** The teacher/group leader will check in at our **Guest Services Office** while your group remains at the Whale Fountain. All adult chaperones will be given a chaperone badge that serves as tickets for students and adults. After check-in, instruct chaperones to meet in Smargon Courtyard, near Shark Shores, 5 minutes prior to your lab start time.
- **Small Groups:** Before exploring the aquarium, separate your class into smaller groups with a chaperone. Please instruct chaperones to begin their visit in different areas of the aquarium to avoid overcrowding.
- **Chaperones:** Adults within the designated ratio are free of charge and will serve as the chaperones in the Discovery Lab classroom. These chaperones are required and expected to participate in the activities. Additional chaperones may explore the aquarium during the program.
- **Attendance Numbers:** Be ready to provide **exact numbers of students and chaperones (teachers, parents, and staff)**. Any adult not included in the original reservation will need to purchase a General Admission ticket. Due to reduced capacity, General Admission tickets are subject to availability and are not guaranteed.
- **Lunch:** Preferred lunch areas for school groups are located in the amphitheater-style seats by our Whale Fountain or at the designated school lunch tables. We do not reserve lunch areas. There are lunch cubbies available for your use. Splash Café tables may only be used if your group is purchasing food.



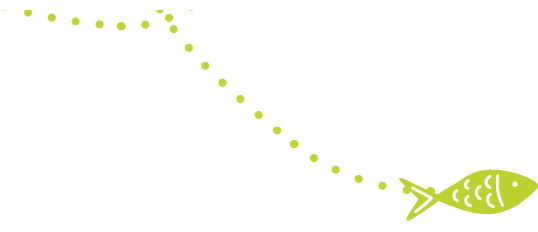
TIPS FOR YOUR VISIT

Free Pre-Visit: Teachers may have one complimentary pre-visit to the aquarium before your scheduled field trip to plan for the day. **Teachers must make a reservation in advance by calling (858) 534-7336.** Any additional guests must make reservations and pay admission.

Learning Resources: Visit our website to access learning resources to enhance your students' experience. We offer **Pre and Post Discovery Lab materials** and **Aquarium Activity Sheets**. *Please bring your own clipboards and pencils!*



UC San Diego
SCRIPPS INSTITUTION OF OCEANOGRAPHY



PROGRAM POLICIES

Chaperones: Adults within the designated ratio are free of charge and will serve as the chaperones in the Discovery Lab classroom. *Extra chaperone tickets are available for purchase only through your group order and must be paid in one transaction. Groups must reserve all chaperone tickets in advance to guarantee admission. Extra chaperones will not be permitted in the Discovery Lab classroom due to capacity restrictions.*

For any student requiring a **nurse or aide**, please tell our staff during check-in. Nurses and aides will not be included in the calculation of free chaperones.

ALL TEACHERS, STAFF, AND PARENTS with your group are categorized as chaperones

- **Ages 2-TK:** one free chaperone per two students (1:2), up to 12 chaperones
- **Grades K-2:** one free chaperone per five students (1:5), up to 5 chaperones
- **Grades 3-12:** one free chaperone per five students (1:5), up to 7 chaperones

Chaperones are required and expected to ensure students comply with Program Policies at all times. The teacher/group leader will be asked to sign a Behavior Contract (see Field Trip Guidelines) upon arrival. Groups who do not comply with these expectations may be asked to leave.

Program Capacity:

There is a maximum capacity for your program and student numbers cannot exceed this capacity.

- **Ages 2-TK:** 24 students maximum
- **Grades K-2:** 25 students maximum
- **Grades 3-12:** 36 students maximum

Cancellation/Rescheduling: Cancellations, changes, and rescheduling must be made **3 weeks in advance**. You will be responsible for a fee of **\$50 per program** if your program is canceled or rescheduled less than 3 weeks in advance. No refunds are provided if you do not show up for your program and you will be responsible for full payment.

COVID-19: As a part of UCSD, our aquarium classrooms are considered indoor instructional spaces and may require face coverings. Please refer to our website for our most up-to-date COVID-19 requirements.

Late Arrivals: The aquarium reserves the right to adjust your program if your school is more than 10 minutes late and cancel your program if you are more than 30 minutes late.

Payment Options: We accept credit card, check, or purchase orders (PO).

- **Credit Card Payments:** Due 3 business days prior to your program date.
- **Check Payments:** Due 30 days after your program. **DO NOT** send check payments to Birch Aquarium. Checks should be sent to the address on the invoice, which is emailed after your program date.
- **Purchase Orders (PO):** Purchase orders are not required but can be accepted at **birchaquariumprogram@ucsd.edu**. An invoice will be emailed after your program date.

Bus Parking: UCSD prohibits bus parking in the parking lot. Street parking may be available along La Jolla Shores Drive.

Rainy Days: We do not have any covered areas for eating. If it is rainy, we advise that you arrange to eat lunch/snack before or after your visit.

Photography/Videography: 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 (no flash photography inside the aquarium) and video for personal use, however commercial photography/videography is prohibited without permission from the Birch Aquarium Marketing Department. **Be sure to tag Birch Aquarium or use #BirchAquarium if you post about your visit on social media.**

