



# AQUARIUM EXPRESS OUTREACH INFORMATION

## CONFIRMING YOUR PROGRAM

Please review your Program Itinerary prior to your visit. If there are any discrepancies, email [birchaquariumprogram@ucsd.edu](mailto:birchaquariumprogram@ucsd.edu) or call (858) 534-7336. Approximately 2 weeks prior to your program, we will contact you via email to discuss the logistics of your outreach (see checklist below).

## PERFORMANCE AGREEMENT

Does your school require a **signed performance agreement** prior to providing your program? If so, email this paperwork as soon as possible. We require a minimum of 3 weeks to process this type of agreement.

## CHECKLIST: PREPARING FOR YOUR PROGRAM

- **Parking Space:** Reserve one parking space close to the school for our van.
- **Front Office:** Alert staff that you are expecting a visit from Birch Aquarium. Leave a room number so our instructor knows where to find you.
- **Room:** Prepare a classroom/indoor space for the programming. **The instructor CANNOT change locations between programs.** Access to a sink with running water is preferred.
- **Setup:** The instructor will arrive 30-45 minutes prior to the start of your program. Allow this time for uninterrupted setup to ensure that your program begins on time.

## PROGRAM POLICIES

**Teacher & Room Policy:** Our programs involve the transportation of many materials and sometimes include live animals. To reduce set up time and stress on the animals, one consistent space/classroom is required for all sessions. Instructors cannot go classroom to classroom. At least one supervisory teacher must be present during the entire outreach program. Parent volunteers are encouraged to help.

### COVID Safety Policies

*Please see our website for our most current, up-to-date COVID-19 Policies.*

**If your school site has specific COVID-19 requirements that our staff will need to adhere to (i.e., vaccination policy, masking, hand washing/sanitization, etc.), communicate this to us at least 2 weeks in advance via email to [birchaquariumedu@ucsd.edu](mailto:birchaquariumedu@ucsd.edu).** Hand sanitizer may be used only if animal touch is not expected. Due to animal welfare needs, hand sanitizer is not to be used before touching an animal, but hand washing will instead be required.

### Cancellation/Rescheduling Policy:

**Cancellations, changes and rescheduling must be made 4 weeks in advance so that we may provide other schools in need with this outreach opportunity.** If you cancel your program within 4 weeks of your scheduled date, you forfeit your financial aid offer for the year.

