

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 10 minutes before your program start time to get checked in.
- **Teacher Check-In:** Check in with Education staff at the School and Youth Group Entrance. All adults will be given a chaperone badge that serves as tickets for students and adults. After check-in, instruct chaperones to meet near Shark Shores 5 minutes prior to your lab start time.
- **Attendance Numbers:** Be ready to provide **exact numbers of students and adults (teachers, parents, and staff) at check-in.**
- **Chaperones:** Only adults (teachers and chaperones) within the designated number (see below) are free of charge. Extra chaperones can be added to your reservation before arrival, or they can purchase extra chaperone tickets at check-in.
- **Small Groups:** Separate your class into smaller groups with a chaperone. Instruct chaperones to begin their visit in different areas of the aquarium to avoid overcrowding.
- **Be Prepared:** Read all the policies below carefully for important information that may have changed since your last visit. Share with the other teachers in your group.



TIPS FOR YOUR VISIT

Invoice: Paying by invoice? Be sure to provide us with your school/organization's Tax ID/EIN and billing contact information (name, phone, email) before your visit to process the invoice.

Plan Ahead: Follow our **Field Trip Checklist** on our website to plan a smooth and seamless trip.

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/pencils!*

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 pay admission.



UC San Diego

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DISCOVERY LAB POLICIES

Chaperones: Adults within the designated number 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.

ALL TEACHERS, STAFF, AND PARENTS with your group are categorized as chaperones **per Discovery Lab program booked:**

- **Ages 2-TK:** One teacher and up to 11 free chaperones per lab booked.
- **Grades K-12:** One teacher and up to six chaperones per lab booked.
- **Nurses/Aides:** Free, not included in calculation of chaperone.

Extra chaperone tickets are available for purchase through your group order or onsite at check-in. **Extra chaperones will not be permitted in the Discovery Lab classroom due to capacity restrictions.**

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 attached) upon arrival. Groups who do not comply with these expectations may be asked to leave.

Program Capacity: Student numbers cannot exceed the maximum capacity for your program. Participating student ages must match the grade the lab is designed for.

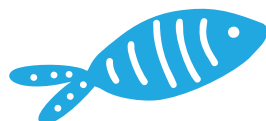
- **Ages 2-TK:** 24 students maximum
- **Grades K-2:** 25 students maximum
- **Grades 3-12:** 36 students maximum

Siblings are not included in the program price and are not allowed in the Discovery Lab. Siblings ages 3 and up will require extra payment at check-in.

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.

Payment Options: We accept checks and credit card payments day-of, or can send an invoice to your school's billing department after the program. We cannot accommodate split payments or multiple payment methods. **Cash is not accepted.**

- **Invoice:** An invoice issued by UC San Diego Central Accounts Receivable Office will be emailed 2-3 weeks after your program date. The school/organization's Tax ID/EIN and billing contact information (name, phone, email) are required to generate the invoice. Checks are due 30 days later to the address listed on the invoice. Do NOT mail checks to Birch Aquarium.
- **Check Payments:** One check can be written and accepted day-of. Do not write the check in advance as changes in student or chaperone numbers could change your total.
- **Credit Card Payments:** One credit card payment can be accepted onsite day-of or taken over the phone after your visit.
- **Purchase Orders (PO):** Purchase orders are not required but can be accepted at birchaquariumprogram@ucsd.edu. Invoices are emailed after your program date.



DISCOVERY LAB POLICIES *CONTINUED*

Lunch: Groups may use the designated picnic tables or the amphitheater-style seats by the Whale Fountain. We do not reserve eating areas. Lunch cubbies are available to store small lunch boxes or bags. Avoid storing backpacks, water bottles, or other large items in the cubbies. Coolers/bins with secure lids can be kept next to the cubbies. Do not eat inside the aquarium or at the Splash Café tables.

- **Rainy Days:** There are no indoor areas for eating. If it is rainy, eat lunch/snack before or after your visit.
- **Splash Café:** If you are interested in lunch from Splash Café, contact [The French Gourmet](#) 2-3 weeks in advance to arrange for boxed lunches for your group. Avoid ordering in large quantities on the day of your visit, which can result in long wait times.

Late Arrivals: If you will be more than 10 minutes late for your program time, please call (858) 534-7336. 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.

Bus Parking: UCSD prohibits bus parking in the Birch Aquarium parking lot. Buses can park in Lot P705 on the corner of Regents Rd. and Genessee Ave. after dropping off at the aquarium.

Gift Shop: Students must be accompanied by a responsible chaperone at all times in the gift shop in groups no larger than 10 students per 1 chaperone. Groups may be asked to enter one at a time to moderate capacity.

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.

