

EAGLE RIVER NATURE CENTER FIELD TRIP POLICIES

Student, chaperone, and staff safety are of primary concern. Outlined below are ERNC’s field trip policies. It is expected that all adult and student participants are made aware of and abide by below policies. **Sign and return to naturalist@ernc.org acknowledge receipt and understanding. Contact naturalist@ernc.org with any questions.**

Safety & Behavior:

- Group leaders and chaperones are responsible for dealing with any disciplinary concerns or medical emergencies.
- With the exception of service animals, pets are not allowed on field trips.
- The Nature Center Store is not available to students, group leaders, or chaperones during field trips.
- There is limited space inside the Nature Center. Only lunches, water bottles, layers and necessary items can be brought inside. We ask that all personal backpacks and bags are not left inside the center.
- Group leaders, students, and chaperones must be made aware of behavioral expectations in advance of their visit. As such, group leaders and chaperones are in charge of student’s safety and ensuring respectful behavior. Expectations of students are to:
 - Stay behind the Naturalist and follow all adult instruction
 - Walk at all times, leaving space for other trail users when passing
 - Be respectful of wildlife and others trail users by not shouting
 - Follow Leave No Trace Principles: (i.e. remain on marked trails, no removal of natural materials, pick up any trash)
 - Give all animals space, including dogs on the trail. Pay attention and follow naturalist direction during wildlife sightings.
 - Come prepared for dynamic weather conditions.

Group Size

- The maximum number of students per trip is 75 (approximately three classrooms).
- A chaperone is required for every 5 minors up to 3rd grade and one for every 10 minors in grades 4-12.
- The cost per student includes any teachers, adult chaperones, and parent driver fees.
- Siblings of participating students under the age of 5 are welcome and will not be included in the final headcount. Please email naturalist@ernc.org with specific numbers expected. Siblings over the age of 5 must be included in the head count.
- Inform naturalist@ernc.org at least 7 days in advance if there are any drastic (+/-5) changes to the headcount as this may affect staffing. Any changes requested less than 7 days in advance may not be accommodated.
- Please let chief naturalist know of any accessibility or mobility concerns at the time of scheduling.

Reservation, Payment & Cancellation:

- A signed contract returned to naturalist@ernc.org at least 7 days in advance of program date is required to secure your reservation.
- Full payment is due on the day of your visit in the form of cash or credit card. Individual student payments are not accepted.
- **Cancellations made with less than 48 hours’ notice are subject to a cancellation fee of \$80 for Anchorage and Matsu school districts and \$120 for other groups. Please initial here to acknowledge understanding: _____**
- Field trips will be cancelled if home district schools are closed, road conditions are hazardous or if the temperature or wind chill at ERNC is below -10. Any field trips cancelled due to weather or road conditions are not subject to cancellation fees, but may or may not be rescheduled.
- If weather conditions are questionable the chief naturalist will reach out to the primary group leader to determine next steps.

Arrival, Departure & Lunch

- Ensure a prompt arrival by the time of program start. Communicate any day-of travel delays to ERNC at (907)694-2108. If group is 30+ minutes late with no communication, program will be cancelled and a cancellation fee will be charged.
- Inform naturalist@ernc.org of the expected number of parent drivers at least 24 hours in advance of the program. Busses can park by the latrines while waiting for the program to end unless otherwise instructed.
- If planning to each lunch at the center, communicate with chief naturalist at the time of scheduling. Lunch can be eaten on the back deck behind the nature center or in the Education Yurt. All trash must be disposed of in provided bear-safe trash cans. Be aware there is no running water, microwaves, dishes, or refrigeration available.
- Lunch cannot be eaten in the main building unless previously coordinated with chief naturalist.
- If not eating lunch onsite, please depart promptly after program end unless previously coordinated with chief naturalist.

Group _____ Date of Program: _____

Group Leader Signature: _____ Chief Naturalist Signature: _____

Date Signed: _____ Date Sent: _____