

FREQUENTLY ASKED QUESTIONS

REGISTERING FOR YOUR PROGRAM

What is the cost of each program?

The cost for each program is \$125 plus a \$7.50 booking fee for a total of \$132.50.

How long are your programs?

Each program is 85 minutes long.

How often do you offer programs?

We offer a 10 AM and an 11:35 AM class from Tuesdays – Fridays.

How many students can I bring?

There is a maximum capacity of 35 students per program.

How many classes can I bring in a day?

We have a maximum capacity of 35 students per program and offer two programs per day. Over the course of one day, we can serve up to 70 students.

Can we combine two grades or two classes for one program?

We can accommodate classes of no more than 35 students per program. However, in order for your students to receive a high quality program we strongly recommend booking a separate program for each class.

I would like to book programs for my entire school. What is the best way to go about booking the classes?

We have a limited number of programs available each semester so there is a maximum of 6 programs per school per semester. Please book accordingly.

Some of my students have special needs or are ELL/ESL.

Our programs are very hands-on and adaptable for all types of learners! When you are filling out your registration form, please be sure to include as much detail as you can regarding your students' learning needs. If you have specific questions about which program would be best for your students, please contact the Education Department at education@brooklynbridgepark.org

I can't pay by credit card; do you accept other payment methods?

Credit card is the fastest method and our preferred method of payment but if necessary, you can also pay by check or the vendor system. To inquire, please contact the Education Department at education@brooklynbridgepark.org

Do you offer any discounts for Title 1 schools?

We have a limited number of fee waivers for each semester. To inquire, please contact the Education Department at education@brooklynbridgepark.org

What is your cancellation policy?

See below for our cancellation policy:

PAID CLASSES: Cancellations must be received 2 weeks prior to the scheduled program for a FULL refund. Cancellations must be received 24 hours prior to the scheduled program for a PARTIAL refund of \$50. Cancellations received later than 24 hours before the scheduled program will be charged the full \$125 class fee.

FEE WAIVERS: Cancellations must be received 2 weeks prior to the scheduled program in order to retain your fee waiver. Cancellations received between 2 weeks and 24 hours prior to the scheduled program will be charged a partial fee of \$50. Cancellations received later than 24 hours before the scheduled program will lose their fee waiver and be charged the full \$125 class fee. Failure to complete payment for a cancellation fee may result in a loss of eligibility for future classes.

I need to update my reservation. How do I edit my reservation details?

Contact the Education Department at education@brooklynbridgepark.org with any edits.

I would like to host a program in your Environmental Education Center. What are the next steps?

Unfortunately, we do not allow outside organizations to host their programs within the space. Please check our School Programs web-page for our available offerings.

PREPARING FOR YOUR PROGRAM

How can I prepare my students for our trip?

Pre and post lesson plans are available for select programs. Please use these materials in your classroom to expand on the topics of your field trip. To download these resources, visit <http://www.brooklynbridgepark.org/activities/school-programs> and scroll to the description of the program you have booked.

What should I bring with me the day of the trip?

Please refer to our checklist for teachers & students, located in the School Program Orientation Packet.

Does my program take place indoors or outdoors?

Most of our programs include an outdoor component. The amount of time students will spend outside depends on the program booked. During cold or inclement weather, some programs may replace the outdoor portions with additional indoor activities.

Where should our bus driver park/drop us off?

Your drop-off location is dependent upon the program you have booked. Refer to the Class Locations Map for correct meeting locations for each class.

Where and when can students eat lunch?

Please plan to have your students eat either before arriving for your program or after your program is complete. Groups are welcome to eat lunch anywhere outside in the park. For programs in the Environmental Education Center, there are picnic tables available near Jane's Carousel.

What happens if there is inclement weather?

The Education Department will reach out the day before your program to get the most up-to-date contact information. We will determine if your program is cancelled at 7 AM on the day of your program.

What should I do if we are running late or lost?

If you expect to arrive later than your program start time, please contact a Conservancy Educator using the number provided in your confirmation materials. If your group does not arrive within 45 minutes of your scheduled program start time, your class will be cancelled.

Will there be bathrooms near my program?

For all programs that take place in the Environmental Education Center, there are bathrooms within the same building. For programs that meet at Pier 1, there are bathrooms in the trailer at the turnaround near the entrance to the park. For programs that meet at Pier 5, there are bathrooms at Pier 6 in the Fornino's building.