

# Guidelines for Group Tours and Education Programs

Thank you for choosing Sea Center Texas (SCT) for your destination. We have provided the following information to help you plan your visit. Please make sure all teachers, chaperones and/or group facilitators have copies of this document.

## When Making Your Reservation

- Call (979) 292-0100 to schedule a field trip at least 2 weeks in advance for groups of 30 to 59 participants and one month in advance for groups of 60 participants or more. We recommend that you contact us early in the school year for best selection of dates and times. We suggest that groups larger than 75, contact us about rotating the students between SCT and the Brazosport Museum of Natural Science.
- Please be prepared to provide the group name, your name, the name of the person responsible for the group while they are visiting, age/grade of youth, and two phone numbers. It is best to give a home or cell phone number for the second contact number.
- Teachers and group facilitators are encouraged to visit the site prior to their reserved time.
- **Please check with staff about group assignments. Generally, each group of 15 students must be accompanied by a teacher/chaperone.**
- Assign your groups to teachers/chaperones prior to arrival. Teachers/chaperones must keep their group together and are responsible for student conduct.
- Discuss the chaperone duties with all chaperones and make sure they understand their responsibilities. Chaperones are asked to wait until after the tour to accept cell phone calls.
- Chaperones, we recommend that you do not bring other children with you. This will make it easier for you to chaperone your students. If adults have other children with them we ask that they not be assigned as a chaperone.
- Carefully review the "Guidelines for Student Behavior" with your students.
- Make nametags for your students. Nametags should include the group name and must be worn by all students and teachers/chaperones.

## Arrival

- Assemble your groups outside the visitor center entrance. The person responsible for the group should identify themselves at the guest registration desk. The volunteer greeter will notify staff of your arrival. Staff will greet the group and assign volunteer guides.
- Please let staff know by what time your group needs to depart and if the group is planning on making gift shop purchases. **Chaperones must accompany students to the Gift Shop.** Please allow only 15 students at the Gift Shop at one time.
- Please rotate one group at a time for rest room breaks.
- SCT does not have storage space. Please leave coolers, lunches, and personal belongings on the bus.
- Late Arrival and Cancellation Policy: Groups are responsible for their arrival time. If you will be arriving late or need to cancel your reservation, please call 979-292-0100 ext 21. Staff would appreciate receiving at least a 48-hour notice of any cancellation or change in your reservation. Scheduled programs are not guaranteed for groups that arrive more than 30 minutes late.

## Picnic Areas

- No food is available for sale at the facility. Soft drink vending machines and two picnic tables are located in the outdoor wetland pavilion. No food is permitted inside the Visitor Center. Please properly discard all trash before your group departs. Picnic areas for large groups are located nearby at McLean Park. Call (979) 297-4533 to check on availability.

## Guidelines for Student Behavior

Sea Center Texas (SCT) staff and volunteers want everyone involved to have fun while learning about our natural resources. We consider organized tours to be an extension of the classroom environment. As such, our expectations are that tour guides, teachers, chaperones and students will conduct themselves in a manner that reflects acceptable behaviors in the classroom.

### Please . . .

- Follow school rules.
- Stay with your teacher or chaperone at all times.
- Use your inside voice and be respectful and courteous to other guests and your volunteer guide.
- No running, chewing gum, drinking, or eating is allowed in the exhibit and animal areas.
- PLEASE DO NOT TAP ON THE ACRYLIC! The windows of the SCT exhibits are made with acrylic; acrylic is stronger than glass, but scratches more easily.
- Do not pick up animals in the touch tank exhibit. Animals may be touched with one finger along their back, but should not be picked up.
- Keep talking and noise to a minimum while on the tour. Loud noises may cause fish in the tanks to jump causing injuries.
- Please check with your teacher to determine when your group may visit the Gift Shop. Only 15 students are allowed at the Gift Shop at one time and must be accompanied by a chaperone.
- Visitors should be aware of the potential for wood splinters in the wetlands demonstration area. Do not run your hands down the railings of the boardwalk.

Students who are disrespectful or disruptive will be asked to leave the group so that others have the opportunity to participate in the program.

Thank you and enjoy your visit!

