

SCHEDULING YOUR TRIP to the Morris Arboretum

SELECT: a tour topic from our list of exciting tours. If you would like more information about a particular tour or help in choosing a tour topic, we are more than happy to help you through this process.

CALL: Lisa Bailey in the Education Office at 215.247.5777 ext. 157 between 8:00am and 4:00pm Monday through Friday at least **THREE WEEKS** prior to the desired tour date. Please have the following information ready when you call:

- Group name, mailing address, and phone number
- Teacher/chaperone names for student tours
- Name of Arboretum tour you wish
- Date and time of desired tour, as well as several alternate dates
- Number and grades/ages of students visiting for student tours
- Interest in having lunch at the Arboretum – see information below
- Transportation information (number of buses, vans, etc)

If there is a person in your group with a disability who requires an accommodation to participate in tours, please let us know when making your reservation. For people who use TTY, please call PA Relay at 1-80-654-5984.

LUNCH OPPORTUNITIES:

There are no indoor eating facilities but we have an outdoor, stroller and wheelchair accessible lunch area just for kids. Eating lunch is permitted in this designated outdoor area beside the Widener Visitor Center by reservation only and on a seasonal basis (when available, the lunch area can accommodate up to 60 people). The area has tables, chairs, umbrellas, and vending machines for snacks and drinks. Since we are an environmentally minded organization, we ask all groups to place garbage and recyclables in the appropriate containers provided.

There is also a Café available seasonally, 11am to 2:30pm for adult groups.

GROUP TOUR RATES (minimum of 10 people):

Adults -- \$12
Seniors -- \$10
Students -- \$6

*All student groups must bring one chaperone to accompany every ten students (through grade 12). These required chaperones will NOT be charged. Any additional chaperones above the required number cost \$10 each.

CONFIRMATION AND PAYMENT:

After scheduling your tour, you will receive a tour contract by mail (or fax if requested). Please read over this contract and check the date, time, and number of students expected to arrive. Indicate any changes in your group information and sign the attached tour contract. If you do not receive a tour contract, please call us.

If your group is paying by check:

1. Make the check payable to **Morris Arboretum**.
2. Send your signed tour contract and the check to:
Morris Arboretum Education Office Attn: Tours
100 E. Northwestern Avenue
Philadelphia, PA 19118

If your group is paying by credit card:

1. Call Lisa Bailey to charge the amount to MasterCard or VISA at 215-247-5777 ext 157.

Remember: tour payment IN FULL, your signed contract, and reconfirmation call are required no later than two weeks prior to the date of your tour. You need to reconfirm your tour, the number of visitors coming, and verify that we have received your payment at this time. If money and reconfirmation call are not received by this date, we have the option of cancelling your tour.

CANCELLATION:

In case of inclement weather, cancellation calls must be received by 8:30am on the day of your scheduled tour. Tours may be rescheduled if cancelled in accordance with our policy. If your group cancels for any other reason, you must also call by 8:30am on the day of your scheduled tour, but 50% of the payment is non-refundable.

PREPARATION FOR TOUR DAY

SUB-DIVIDING GROUP BEFORE ARRIVAL: For large groups, it is helpful for the children to be split into smaller groups (of no more than 10 students) each with an adult/chaperone leader before they arrive. This will help to ensure an effective and efficient experience for you and your group. Remember, at least one adult/chaperone must accompany each group of 10 students. **This adult/chaperone is responsible for maintaining discipline within the group!**

APPROPRIATE BEHAVIOR: Prior to your visit, please make your students aware that the Morris Arboretum is not a playground but rather an outdoor museum where trees and other plants are grown for educational purposes.

We ask that you be respectful of the garden, especially to our trees, many of which are senior citizens and need to be treated gently. Please do not pick growing flowers or take samples from the trees or shrubs. Please do not climb the trees and sculptures

or wade in the fountains. Picnicking is restricted to the dining area behind the Visitor Center. Bicycles, rollerblades, Frisbees or other game equipment are not permitted.

APPROPRIATE CLOTHING: Because the one-hour tour takes place outside, shoes and clothing should be appropriate for the weather. If your group is taking the “Understanding Wetlands” tour, we suggest the students wear long pants, socks, and waterproof shoes. Also, depending upon the day, hats, coats and gloves are useful. Nametags are helpful for engaging students in the lesson being presented.

ON THE DAY OF YOUR TOUR

ARRIVING AT THE ARBORETUM: Enter through the black wrought iron gates and follow the serpentine entrance to the parking lot (for cars & vans only). Buses should unload passengers at the Visitor Center and then proceed to the bus parking area. The Widener Visitor Center is where tours begin. Please plan to arrive 10 minutes before the start time of your tour. This will give us ample time to unload the buses and divide student tours into groups.

GIFT SHOP GUIDELINES: We have a variety of fun items in the Morris Arboretum for students. Because of space restraints, no more than 3 students, supervised by an adult will be allowed in the Arboretum Shop at one time.

RUNNING LATE? The Morris Arboretum tour guides are volunteers. They come prepared specifically for your tour. If you think you will be late for any reason or need to make changes to your tour date or time, please call us at (215) 247-5777 ext. 157 to let us know. If you are later than 20 minutes, we may have to cancel your guide(s) but you may walk the garden for a self-guided tour.

Notify the education office at 247-5777 ext. 157 of any changes in your plans.