



Instructor-Led Education Experience Policies & Procedures

Thank you for joining us for the Instructor-Led Educational Experience! We are thrilled that you are joining us at the world's largest and most engaging aquarium! This education experience includes behind-the-scenes areas as well as portions of the main Aquarium. The following policies and procedures are in place for your safety as well as the safety of the animals. Please read the policies and procedures below to ensure that your students and chaperones are properly prepared for their experience.

All education experiences will begin and end on time.

Our programs begin on time, therefore plan to arrive 15 minutes early. Please understand that education experiences will end at the scheduled time whether you are late or not.

The lead teacher must present their reservation confirmation number upon arrival.

Presenting your reservation confirmation will allow us to expedite your entry into the building.

Remain on the bus upon arrival.

A member of the Georgia Aquarium staff will meet each bus, greet the contact person and provide instructions on unloading. Please do not allow your students to get off of the bus before instructed to do so by an aquarium staff member.

All Adults MUST remain with their assigned facilitator at all times.

If someone in the group separates themselves from the group, they may be unable to reconnect with their group until after the program ends.

No horseplay.

In order to ensure the safety of the students and the animals, we have a strict "no horseplay" policy. Ultimately, teachers are responsible for the discipline and welfare of their students.

Chewing Gum is Not Allowed in the Building.

Due to the close proximity of the animals, chewing gum is not allowed in the Georgia Aquarium.

The Adult Ratio

To maintain the integrity of our education programs and comply with our capacity limits, we require that teachers and parents adhere to our adult ratio*.

Grades Pre-K through 2nd – 1 adult free per every 5 students

Grades 3rd through 12th – 1 adult free per every 10 students

- All accompanying adults must be 18 years of age or older.
- Requests for additional adults must be pre-approved.

- Additional adults will be charged the \$23.50 admission rate.
- Additional Adults that have not been pre-approved will be charged the regular \$27.00 admission rate.

Lunch

We are unable to accommodate groups with more than 125 people.

You are required to reserve a lunch space when you make your visit reservation. You will need to present your lunch space reservation confirmation upon arrival. You will be responsible for cleaning up after your group. Please adhere to the lunch schedule. If you are more than 10 minutes late for your assigned lunch space you will forfeit your reservation. We do not have heating or refrigeration capability. Straws are not permitted in the building. Lunches will be stored in a designated area and transported to the lunch location. Lunches must be appropriately packaged and clearly labeled on all sides.

Please Note: Only schools with lunch space reservations will have the ability to store coolers at no additional cost. **Schools will be responsible for transporting their coolers to the information desk for storage after lunch.**

Children under four years old are not permitted to participate in education programs.

Younger/older siblings will not be permitted to participate in education programs. Education programs are age/grade-appropriate. Teachers and adults are not allowed to bring children not enrolled in the class(es) participating in the education program.

Dress comfortably and wear walking shoes.

Education programs include a walking tour. Rubber-soled shoes are recommended. Heels, flip-flops and roller shoes (shoes with retractable wheels) are not permitted in behind-the-scenes areas.

Students are not permitted to wear or carry hats, cameras, cell phones, book bags, etc. during the education experience.

Your group will be in behind-the-scenes areas where loose items can potentially pose a safety hazard. All necessary materials (including writing supplies) are provided by the Aquarium.

Adults please refrain from using cell phones during the education program

It is distracting to both the environmental educator and students.

Notify us of the special needs of your students.

It is our goal to ensure that every student has a memorable experience. With ample notice, we will do our best to accommodate the special needs your students may have.

Deposits are required to hold a reservation and final payment is due 30 days prior to your visit.

We require a **\$100 non-refundable deposit**, *per date*, to hold your reservation.

Deposits will be credited toward your final balance. You will receive an email confirmation/invoice at the time of your reservation. **The final payment for your group**

must be received 30 days prior to your visit or your reservation will automatically be cancelled for non-payment. Payments for approved additional students must be made 72 hours prior to your visit.

The Aquarium reserves the right to call the principal or place the school on a “no visit” list for inappropriate behavior.

Group Leader must accept to complete reservation.

Signature of Agreement _____