



## Learning Loop Policies and Procedures

Thank you for joining us for the Learning Loop Educational Experience! We are thrilled that you are joining us at the world's largest and most engaging aquarium! This education experience includes The Learning Loop 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 procedure below to ensure your class is properly prepared for their experience.

### **All programs begin and end on time.**

We want all of the students joining us to have the opportunity to see all of the amazing things the program has to offer! With this in mind, we try to keep everything on schedule. Please plan on arriving 15 minutes early so that we can begin your program promptly on time. Please understand that programs will end at the scheduled time even if you are late. Group leader must present reservation confirmation number upon request.

### **For every 5 students, 1 adult chaperone has free admission.**

To maintain the integrity of Aquarium education programs and comply with capacity limits, the Aquarium requires that teachers and parents adhere to an adult ratio\*.

- Adult ratio is 1 adult per 5 students. Adults receive free admission, and all accompanying adults must be 18 years of age or older.
- Requests for additional adults must be pre-approved.

### **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. We want to make sure everyone is accounted for and that your group makes it to their program on time, so please keep all of your students on the bus until instructed to get off the bus by an Aquarium staff member.

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

Many of the areas on the Learning Loop are accessible by staff only. If someone in the group separates themselves from the group, they may be unable to reconnect with their group without a staff escort.

### **Programs are available for students K through 12<sup>th</sup> grade.**

**Group size: Minimum – 20      Maximum – 28**

If you are bringing more than 140 students, you will have to book multiple dates or times.

### **Lunch at Georgia Aquarium**

If you would like to eat lunch at the Aquarium, you are required to reserve a lunch space when you make your visit reservation. You can do this by calling 404.581.4000. You will need to present your lunch space reservation confirmation upon arrival. So that we can keep the space clean for everyone, we ask all groups to please clean up after themselves. We want to accommodate all groups that want to have lunch at the Aquarium, so we have a lunch schedule in place. If a group is more than 10 minutes late for an assigned lunch space, we can not hold a reservation. Lunches will be stored in a designated area and transported to the lunch location.

Lunches need to be appropriately packaged and clearly labeled on all sides. Unfortunately, we do not have heating or refrigeration capability. And please remember, straws are not permitted in the building.

Please Note: We can only store lunches for schools with lunch space reservations.

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

Education programs are age/grade-appropriate. This allows us to present an engaging program that meets GPS. Please do not bring children not enrolled in the class(es) participating in the education program. This includes younger/older siblings.

**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 as they may be slick.

**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. It will also be easier for students to see and do all of the exciting and engaging things on the agenda if they aren't carrying these items with them. All necessary materials (including writing supplies) are provided by the Aquarium.

**Adults should please refrain from using cell phones during the education program.**

We have a lot of exciting things to see and do. We don't want you to miss anything!

**No horseplay.**

Students will have the privilege of being over the top of a few large exhibits. In order to ensure the safety of the students and the animals, we ask all students to please pay attention and refrain from horseplay. Ultimately, teachers are responsible for the discipline and welfare of the students.

**Leave chewing gum at home.**

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

**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. Final payment is due 30 days prior to your visit or your reservation will be cancelled. Payment for approved additional students must be made 72 hours prior to your visit.

To accommodate all students and teachers that want to experience our education programs, we have to maintain the integrity of the program. With this in mind, 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 make payment.**

Signature of Agreement \_\_\_\_\_

Group Leader to Sign