



## Education Visit Procedures

### **Before your visit:**

1. Choose a date and activity for your self-guided visit (for the Hudson Explorers Pack activities, please arrange to have at least one chaperone for every ten students).
2. Fill out the online reservation form or phone the Education department at (303) 797-8565 ext. 303 to secure your date and activity.
3. Have each chaperone review the Chaperone Guide and applicable activity packet.
4. Please ensure that students dress appropriately for the weather. Teachers may wish to bring sunscreen and insect repellent for their students.

### **Upon arrival:**

1. Ensure that each student and chaperone brings a jacket and lunch (if applicable). All instructional materials for the Hudson Explorers activities will be provided by The Hudson Gardens. If your group is not participating in the Hudson Explorers program, please download your chosen activities and bring sufficient copies for your students.
2. If your group will be participating in a Hudson Explorers activity, assign at least one chaperone to a group of ten or less. We encourage smaller groups to promote greater participation and enjoyment.
3. Drop the students off in front of the Gift Shop. Vans and buses may park on the far east side of the main parking lot. If space is unavailable, additional parking is available at the South Lot.
4. The Education department representative will greet the group in front of the Gift Shop. The person(s) in charge will check the group in and pay in the Gift Shop. Because it is small and contains breakable items, the Gift Shop is unable to accommodate students at any time.
5. If your group is participating in a Hudson Explorers Pack Activity, the Education department representative will distribute a sufficient number of maps and packs to the chaperones. Upon receiving the packs, please inventory pack contents and return the inventory sheets to the Education department representative before the activity begins. If your group isn't participating in a Hudson Explorers activity, chaperones will receive maps only.
6. Enter the Gardens via the Welcome Garden pathway (circles around the south side of the Gift Shop).
7. After your visit is complete, please return all Explorer Packs to the Gift Shop. If all packs and contents are returned, your deposit will be refunded by mail within one week of your visitation. Failure to return all packs and their contents will result in forfeiture of the \$10.00 deposit.

#### **Education Visit Prices:**

- **Cost:** \$20.00 rental fee per Hudson Explorer activity bag, which includes admission for all students and chaperones.
- **Refundable deposit:** \$10.00 per organization (Hudson Explorer Packs only)

Make checks payable to The Hudson Gardens & Event Center

**Please call the Education Department at (303) 797-8565 ext. 303 with questions or for additional information.**