

# Field Trip Policies & Guidelines

<b>Prepare your students</b>	Be sure to use the pre-trip activities available on our website and review the Code of Conduct. Be prepared to divide into 2 or 3 smaller groups and provide nametags for students
<b>Dress for the weather</b>	Our programs are always outdoors! Please wear comfortable clothing which may get dirty or wet, and flat, comfortable shoes or boots
<b>Plan your day</b>	Spend your day at the Garden with self-guided activities and tours available on our website. A visit to the maze is not part of guided tours
<b>Litterless lunch</b>	You are welcome to have a picnic lunch in the Garden, but please pack out your waste. No indoor eating areas or refrigeration provided
<b>Arrival</b>	Plan to arrive 15 minutes early. Make sure everyone has used the washroom and eaten any snacks by the scheduled start time. You will be met by VBGA staff in the entrance hall of the Visitor Centre. Please seat your class on the long wooden bench while you wait
<b>Payment</b>	Payment is due to VBGA - <i>not Admissions</i> - within 4 weeks of booking. VBGA accepts Visa, Mastercard, cheque or cash. Membership discount does not apply to field trip fees
<b>Cancellations</b>	Cancellations within 4 weeks of booking receive full refund, less a \$15 administrative fee. Cancellations prior to 4 weeks of program receive 50% refund. No refund for cancellations within 4 weeks of program date
<b>First Aid</b>	Any first aid required must be administered by a representative from the school, and not by staff or volunteers of the Garden or the VBGA
<b>Visit the Garden</b>	One-time free entry is available to teachers upon request to prepare for their visit and see the potential for self-guided activities

## Field Trip Code of Conduct

### Respect plants

Enjoy, don't destroy! We invite you to smell, observe, and gently touch flowers, fruit, bark, and cones - but please don't pick anything off any plant

### Respect wildlife

The Garden provides habitat for many species of birds, bugs, turtles, and more. Give wildlife plenty of space and never feed them

### Respect guests & staff

Respect other visitors in the Garden and buildings and listen carefully to staff and program leaders. Many people come to enjoy the quiet, peaceful beauty of the Garden, so please use "inside voices"

### Stay with your group

Things are more fun together! Please stay with your group at all times

### Enjoy with your eyes

If you find something interesting on the ground, we invite you to explore it but please leave it where you found it

### Watch your step

Please keep your feet on paths and lawns, and out of the fragile garden beds

### Go with the flow

Photography is welcome, but refrain from interrupting the flow of the program to take posed photos

### Pack it out

Please dispose of waste appropriately. Never litter, pack out what you bring in, and consider ways to limit your waste

### Spread the word

Share this Code of Conduct with your students in the classroom before your visit and refer back to it as necessary

# Getting to VanDusen Garden

**Driving** Free public parking is available just off W 37th Ave (see “Parking” on map). Head north across the wooden bridge from the lot to the Visitor Centre

**Public transit** The Garden entrance is on Oak Street, close to W 37th Ave. (See “Visitor Centre” on map). Enter through the main doors of the Visitor Centre near the drop-off loop

**Chartered or school bus** Bus drop-off and pick up is at the drop-off loop in front of the Visitor Centre on Oak Street. Bus parking is available in the northwest corner of the lot off W 37th Ave. If entering from the parking lot, head north across the wooden bridge to the Visitor Centre

**Arrival** Once inside the Arrival Hall of the Visitor Centre, seat your class along the wooden bench. Washrooms and drinking fountain are down the hall to the right. VBGA staff (not the Admissions desk) will greet you and take payment

