

NYBG

Planning a School Community Trip to the New York Botanical Garden

Follow these steps to plan your School Community Trip to the New York Botanical Garden and make it a rich and fun experience for Urban Advantage students and their families:

- ❖ **Visit the Garden yourself** using your (ivory) Parent Coordinator Voucher before your School Community Trip so that you can explore the grounds and decide which sections you might like to visit with your families. During your pre-visit, take note of where bathrooms are located and where your families will have lunch. Families can picnic at the Clay Family Picnic Pavilions. Families are also welcome to purchase food in the Pine Tree Cafe, but please be aware that seating in the café is limited and may not be able to accommodate a large group. The Botanical Garden and its buildings are wheelchair accessible. Due to the Garden's varied topography, portions of the historic landscape may be inaccessible.
- ❖ **Register your School Community Trip** by calling 718-817-8793. Please have your (yellow) School Community Trip Vouchers on hand when you call. **Please register your trip with the Garden before requesting a bus through Urban Advantage.**
- ❖ **On the day of your School Community Field Trip** direct your bus driver to the Main Conservatory Gate at 2900 Southern Boulevard where your group can disembark. Bus parking is not available within the Garden, however, there is street parking along Southern Boulevard. Parking for family vehicles costs \$18 Tuesday-Friday and \$20 Saturday-Sunday, Monday holidays and holiday weeks and is not included in the voucher. You can find directions for public transportation at <http://www.nybg.org/visit/directions.php#public>. We suggest that you break into smaller groups during your visit. Please be sure that children are supervised during the visit.
- ❖ **Please present your voucher at the admissions booth when you arrive, along with your ticket reservation number** (provided by calling 718-817-8793); each voucher is good for up to 40 All Garden Passes. Special Exhibitions tickets are subject to availability.

You can find travel directions, general information and details about special programs at www.nybg.org.

If you have any questions about your School Community Trip, please contact 718-817-8793. If you have questions about UA Vouchers or how to request a bus, please contact Justin Ramsey at 212-313-7480 or jramsey@amnh.org.

****Cancellation Policy:** In order to provide access to as many families as possible, all cancellations must be made at least two weeks before the scheduled trip date.