



Class Trip Voucher Instructions

Register your class for a free trip to the New York Botanical Garden using your Urban Advantage **Class Trip Voucher**. Through Children's Education programs, students explore real-world phenomena, think like scientists, learn through discussion, and engage in environments that connect to lived experiences, cultural identities, and sense of well being.

Look through our programs below. Find our most up to date info at nybg.org/learn/schools-teachers. Ask a question or book a trip through registration at 718.817.8181.

How to Register – Call 718.817.8181

Before You Call

Have the following information ready:

- Your UA Class Visit Admission Voucher number
- Name of the program(s) you would like your students to attend. Listed costs will be covered by your Urban Advantage voucher.
- List of multiple preferred dates in case your first choice is full
- Number of classes/contact information for each participating teacher that will be attending the program
- Number of adult chaperones

Class Size and Special Needs

In order for students to have the best learning experience, combining classes is not allowed.

Our class sizes are as follows:

- Grades 1–8: up to 32 students, 1 adult per 7 students
- Self-Contained Pre-K–8: up to 12 students, 1 adult per 2 students

The numbers of classes that can be accommodated vary by program. Please contact the registration office for details on bringing multiple classes. Please share information with us about any special considerations to help ensure a successful field trip experience.

Before Arrival

You will be e-mailed a map with specific entrance and exit procedures for the school group entrance, the Everett Garden Gate. In Google Maps, use the Everett Garden Gate location for directions. If your group is traveling on more than one bus, please make sure that a teacher on each bus receives this information. Please advise registration staff if you will be taking public transportation. For detailed directions, visit nybg.org/visit/directions.

Arrival

Arrive 15 minutes early to check in and get to your specific program location. All school buses should stop at the Everett Garden Gate, located on Southern Boulevard across from Fordham University. From there, they will be directed to either disembark or proceed to a different location based on

program registration. Bus parking is not available within the Garden. However, there is street parking along Southern Boulevard. All programs will end at the originally scheduled time. Groups arriving more than one-half hour late will be canceled. No refunds are available. School groups are not permitted to board the tram.

Inclement Weather

Programs run rain or shine unless officially cancelled due to weather emergencies. Please have students dress appropriately for the weather. If you choose to reschedule, please call by 8:30 a.m.: 718.817.8181.

Accessibility

NYBG, its buildings, and its tour vehicles are accessible. Due to the Garden's varied topography, portions of the historic landscape may be inaccessible. Please notify the Registration office of any special needs at least 48 hours in advance of your visit. Download our ADA map and social guides at nybg.org/visit/access/ under the Resources tab.

Lunch

All school groups must bring lunches. There are no indoor lunch facilities. School groups are invited to eat in the Clay Family Picnic Pavilions located near the Everett Garden Gate. School groups are not allowed in the Garden dining facilities.

Teacher Guides and Student Activity Packets to Download

Effective Garden field trips begin with careful planning and preparation. Prior to your class trip, download a Teacher Guide that corresponds to your program to help ensure your class visit is an active learning experience. We have Teacher Guides that include pre- and post-visit activities for many of our workshops. We also have Teacher Guides and Student Journals for self-guided visits. Find these resources at nybg.org/learn/schools-teachers/class-trips/pre-post-activity-guides.