



Thank you for choosing Reeves-Reed Arboretum for your field trip. Complete the attached registration form and fax it back to the Education Department at (908) 273-6869 at least three weeks prior to your planned visit. Registrations are taken on a first-come, first-served basis. For a list of Frequently Asked Questions, [click here](#). To help serve you better, please review the following points before submitting your registration form:

- **Properly Complete the Registration Form:**

Be sure to provide three possible dates for your field trip. We will try our best to honor your first choice. Provide an e-mail address and phone number so we can easily reach you.

- **Payment:**

Payment is due at least two weeks prior to your visit. Payment can be made by check, credit card or purchase order.

- **Fees:**

For Preschool and Kindergarten classes: \$125 for up to 20 students. Programs are 1 – 1½ hours in length.

For 1st grade and above: \$150 for up to 20 students. Programs are 1½ – 2 hours in length.

\$5 each additional student (not to exceed 25 students)

The fee for chaperones is included.

- **Cancellation Policy:**

To cancel a program, you must notify the Education Department at least two weeks before your scheduled visit.

There will be no refunds for cancellations made less than two weeks before the program. Refunds will not be given for inclement weather unless Reeves-Reed Arboretum cancels the program due to extremely severe weather (*see below*).

- **Weather Cancellation Policy:**

Programs are NOT cancelled due to inclement weather. Our programs are held outdoors unless the weather is severe so please dress for the weather and the outdoors. If the weather is severe, a modified program will be offered indoors. In very rare cases (hurricane, ice or snow storm), programs may be cancelled. Please call the Discovery Center at (908) 273-8787 x 2222 for a severe weather update. In the event that the Arboretum cancels your program, your fee will be refunded if we are not able to reschedule.

- **Chaperones:**

For safety reasons we require at least one chaperone for every 10 students. Chaperones include all teachers and parents. Please communicate the following information to all teachers and chaperones:

- We count on chaperones to assist with discipline and monitoring the group.
- Please actively join in and assist the students when needed.
- Please refrain from using cell phones during the program except in the case of an emergency.
- Make sure the chaperones are aware that the program is outside so they are dressed appropriately.

- **After Your Visit:**

Please complete and return the evaluation you will receive the day of your visit. Your feedback will help us continue to provide high quality programs.

Questions? Please call the Education Department at (908) 273-8787.



School Program Registration Form

Complete form and fax to (908) 273-6869. Questions? Call the Education Department at (908) 273-8787. Requests are taken on a first-come, first-served basis. Payment is due two weeks prior to program date. No refunds for cancellations made within two weeks of the program date.
Visit www.reeves-reedarboretum.org for information on specific program offerings.

Today's Date: _____

School Name: _____

Address: _____

City: _____ Zip: _____ Phone #: _____

Program Name: _____

Desired Trip Dates:

Choice 1: _____ Choice 2: _____ Choice 3: _____
 ____ 10AM ____ 1PM ____ 10AM ____ 1PM ____ 10AM ____ 1PM

Teacher Name: _____ E-mail: _____

____ Grade ____ # of classes ____ # students/class

____ No, we **do not** have students with special needs.

____ Yes, we have students with special needs. *Please list allergies, language, learning, physical or behavior disabilities.*

Fees:

Preschool & Kindergarten:

____ # of classes x \$125 = _____
(up to 20 students/class)

____ # add'l students x \$5 = _____

1st Grade & up:

____ # of classes x \$150 = _____
(up to 20 students/class)

____ # add'l students x \$5 = _____

**Make checks payable to:
Reeves-Reed Arboretum 165 Hobart Ave., Summit NJ 07901**

TOTAL: _____