

Field Trip Registration Form



Complete/Return this form by standard mail or email to a.llewellyn@reeves-reedarboretum.org.

Questions? Call the Education Department at (908) 273-8787. Ext:1920

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. **Please return this form as confirmation with a \$50 deposit payable to Reeves-Reed Arboretum.** Children should dress appropriately for the weather. Thank you.

Group/School Name: _____ Today's Date: _____

Contact Person: _____

Address: _____

Phone #: _____ Email: _____

Program Name/Topic: _____

Trip Dates: _____

Trip Times: _____

Number of students attending: _____ Grade: _____ Number of classes: _____

1st grade and up; 1.5 – 2 hours \$295/class (up to 20 students)
\$5/child for each extra child over 20
Chaperone ratio 1:10 (no charge for chaperones)

Pre-K, Kindergarten; 1 – 1.25 hour \$250/class (up to 20 students)
\$5/child for each extra child over 20
Chaperone ratio 1:5 (no charge for chaperones)

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

Deposit: _____

Balance: _____

TOTAL: _____

No, we do not have students with special needs.

Yes, we have students with special needs. *Please list allergies, language, learning, physical, or behavioral disabilities below:*

- 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.

Chaperones: For safety reasons we require chaperones, as stated above. Chaperones include 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.
- Please make sure the chaperones are aware that the program is outside so they are dressed appropriately.

Bus Instruction for Field Trips

Buses are NOT allowed to make a left-hand turn into Reeves-Reed Arboretum, only a right hand turn:

Go past the Arboretum (It will be on your left if you are coming in from RT 24)

Make a right on Whittredge

Make a right on Fernwood

Make a right on Ridge

Then left on Hobart

Right into the Arboretum.

Reeves-Reed Arboretum

165 Hobart Ave

Summit, NJ 07901

