



Preparing for Your Five Rivers Visit



Hello,

Now that you have scheduled your visit to Five Rivers, let's make sure your group has a positive experience from the beginning. The following information has been designed to minimize the time between disembarking the bus and actually beginning the lesson. Please read this information carefully and take the time to prepare for your visit. If you have any questions, please contact the Guided School Program Coordinator at gsp5rivers@outlook.com. We look forward to seeing you at Five Rivers!

General Information

Payment: Checks should be made payable to **Friends of Five Rivers**, the not-for-profit organization coordinating the Guided School Program Lessons. *Only checks from the PTA, PTO, teachers or school administration will be accepted.* The fee stated on the Confirmation Letter applies regardless of any decline in your student enrollment. Should there be an increase in student enrollment, contact the Guided School Program Coordinator at least one week prior to your visit so that the necessary arrangements can be made.

Cancellations: For last-minute cancellations due to weather conditions, *call at least one hour prior to your scheduled class time. Before 8:00 am, call Nancy at (518) 779-2987. After 8:00 am, call Five Rivers Center at (518) 475-0291.* Cancellations within one hour of your scheduled class time will result in full payment.

Rescheduling: A \$50 fee will be applied to a lesson that is rescheduled for any reason other than severe weather. Please check your school/district calendar before scheduling a lesson. Thank you!

Preparation Check List

- Pre-Visit Materials:** Read the Pre-Visit Lesson plans available on the Friends of Five Rivers website (www.FriendsofFiveRivers.org). Use these to prepare your students for a more successful visit.
- Groups:** Divide your students into groups of 15 (12 for Maples) and assign 2 chaperones to each group.
- Name Tags:** Name tags must be worn by all students and adults while at Five Rivers. Please hand these out before leaving school or immediately after disembarking the bus.
- Medications:** Students' medications must be carried by a chaperone assigned to their group. The chaperone must be prepared to administer any medication needed by a student in their group.
- Special Needs:** Please notify us of any special needs your students may have so that we can provide the best experience for your group. We can accommodate a wide range of need and are happy to do so.
- Clothing:** Dress for the weather whatever it may be! Classes are outside regardless of the weather.
- Chaperones:** Two chaperones are required for each group. Chaperones are responsible for discipline and the administration of medications. Please have chaperones turn off their cell phones.
- Snacks:** Please bring a snack if the students will miss a regularly scheduled snack or lunch time. Let the GSP Coordinator know you need a snack break when you check-in and one will be planned for you.