

**SERC Office Use Only**

Total Trip Cost: Click here to enter text.

Date Deposit Amt paid: 3/16/16

Balance Due: TBD

Date Balance Paid: Click here to enter text.

**PROGRAM CONFIRMATION**

*Thank you for choosing to bring your group to the Smithsonian Environmental Research Center (SERC). This letter confirms your booking for the following program(s):*

**School or Group:** Ohr Cadash Academy

**Date of Field Trip:** June 2nd, 2016

**Date by which you must pay $100 deposit to hold field trip date/time:** Paid by CC on 3/16/16

**Arrival time:10:30 am** **Departure Time:** 2 pm

**Number of Students:** 34

**Grade(s): 1st and 2nd combined**

**Field Trip Activities:** Exploring Nature

**Field Trip Rotation Station Activities (if applicable):**  Seining, Oyster Bar, Camouflage

**Cost per student:**  $15/student **Total Field Trip Cost:**  $510

**Primary Teacher/Group Leader:** Rand Orshan **Organization Phone:**  **410-999-2200**

 ***Primary Leader’s Contact Phone Number Day of Trip:* 908-216-6825**

**Secondary Teacher/Group Leader:** Click here to enter text. **Phone:** Click here to enter text.

 ***Secondary Leader’s Contact Phone Number Day of Trip:*** Click here to enter text.

**Are there any students that will need special accommodation, with allergies, or other concerns that our program leaders should be aware of?** Students have emotional disabilities. We will be conducting the field trip with ½ going on a hike and picnic lunch in the AM and ½ doing the hands-on activities then swapping after lunch.

**GENERAL INFORMATION**

 **Invoicing-** We require **Payment in Full within 10 business days AFTER you attend your field trip date** or a $25 late fee will be added to your account.

**Late Arrival-** If your group is more than 30 minutes late, then we reserve the right to delete activities from your trip or shorten stations in the interest of time. There will be no refunds or reduction of fees in this circumstance.

**Cancellation-** To cancel a reservation, please notify us at least five business days in advance by contacting (443) 482.2216 or McDonaldK@si.edu. **If your group does not give five days’ advance notice of cancellation you will be charged and invoiced for the entire program fee.** With less than five days’ notice we cannot fill your date and time slot, and we must cover our staff’s time and the expenses that are lost. Weather-related school closures are unavoidable and school groups will not be charged a cancellation fee.

**Arrival and Departure-**You must indicate your expected arrival and departure time when you register. Please notify us at (443) 482.2216 if you cannot make your assigned time.

**Accessibility-** Our facility is wheelchair accessible and handicap parking is offered on-site (must have a hang tag or license plate). Accommodations can be made for most activities.

**Allergies and Medication-**If your students have any allergies, or you have special medical concerns (such as touching shellfish, oysters, crabs, etc.), you must inform the program director when you book your program. You will also be asked to identify the one person(s) that will have any medication for your group or the students that have special needs.

**Weather-** If you have an outside activity planned, please make sure students are dressed appropriately for weather conditions, including extra water and sunscreen, rain coats, etc. If it is lightly raining we will still continue with programs. If there is heavier rain we may, at SERC’s sole discretion, cancel the program or offer alternative activities or dates.

**Water Activities-** For students to participate in canoeing or kayaking they should be able to swim. We also require that air and water temperatures, combined, meet at least 100°F.

**Send Payment to:**

***Checks may be made out to SERC.***

Education Program Coordinator

Smithsonian Environmental Research Center

PO Box 28

Edgewater, MD 21037

**Need more information?** Contact Karen McDonald, (443) 482.2216 or McDonaldK@si.edu

**We need you to confirm this date, a specific time, number of students, and your activities, within ten business days of receiving this e-mail or letter.**

**Reed Education Center**

**c/o Karen McDonald**

**Education Program Coordinator**

**PO Box 28**

**Edgewater, MD 21037**

**(443) 482.2216**