



## Homeschool Program Policies

*Schedule early in the year to help ensure your preferred date and time.*

Thank you for choosing the Effie Yeaw Nature Center as one of your field trip destinations. Research supports the need to partner traditional teaching with experiences allowing children to interact with the natural world outside of the classroom.

### **Our two most important goals for your field trip:**

- 1. A safe and enjoyable outdoor experience**
- 2. A high quality and engaging educational experience**

With these important goals in mind we have set up procedures that will help maintain safety for your group and will assure your students gain the maximum benefit from their visit.

### **Reservations:**

- All reservations are made on a “first-come, first-served” basis. Two weeks advance registration is required. Reservations are confirmed when you receive an invoice from the scheduling department. ***Do not assume you have a reservation until you receive your invoice. This serves as the confirmation for your program.***

### **Payments:**

- Checks or credit card (MasterCard or VISA) accepted.
- ***Program payments are due two (2) weeks prior to the earliest presentation or service date. Make checks payable to EYNC.*** Only single-check payments will be accepted per program; multiple checks from parents will be returned. Persons scheduling programs are responsible for related fees. Checks returned for insufficient funds will be charged an additional \$35 fee.
- ***Payments not received within the required time will result in the cancellation of your reservation.***

**Rescheduling:** One rescheduling change request may be accommodated per invoice depending upon staff and program availability **and** if requested **two (2) weeks prior to the program**. A \$25 service charge will be charged for each additional time a program is rescheduled by request. Programs will not be rescheduled less than *two (2) weeks* before the program date.

**Cancellations:** ***A \$50 cancellation fee*** will be charged for any program cancelled within 2 weeks of the first program date on your invoice.

**Size:** A maximum of 18 people are included in the *base program fee*. There is a \$10.00 charge per person after the *base* number is reached. Tours can have a **maximum** of 20 attendees, including infants and toddlers. A refund will not be given if fewer people attend the program than confirmed on the invoice. Siblings are welcome and are included in the total size of the group.

**Supervision:** Attending adults are responsible for supervision and must remain with the children at all times.

**Weather:** **Programs are delivered rain or shine.** If the EYNC staff determines the conditions are unsafe, an alternate indoor program will be delivered or your program will be rescheduled. In the very rare event the CHP requests drivers stay off the roads due to unsafe conditions caused by extreme weather, EYNC staff will reschedule the program.

**Unscheduled Groups:** Groups without scheduled programs are welcome in the Nature Center and Nature Area **after 1:30pm**. The museum, Maidu Village *and* trails are unavailable to unscheduled groups while paid programs are in progress. Remember, groups on the trails must be 20 people or fewer (per county code) and all participants must stay on the trails at all times. Unscheduled groups are required to pay park entrance fees, \$5 per car, \$20 per bus. **Please call the Nature Center and register as a walk-in group. Donations are gratefully accepted.**

*Effie Yeaw Nature Center on-site programs may include wading in a pond or river and hiking on unpaved, uneven trails, as indicated in the program description. All natural areas may contain poisonous plants and animals as well as other natural hazards. Please ensure all participants have closed-toe shoes.*

*The Effie Yeaw Nature Center, American River Natural History Association (ARNHA) and the County of Sacramento, their officers and employees and any cosponsor of the activity, are held harmless from and against all liability for accident or injury to participants arising out of participation in this program.*

**ATTENTION!**

A SIGNED COPY OF THIS POLICY DOCUMENT **MUST** BE RETURNED ALONG WITH YOUR PROGRAM REQUEST FORM BEFORE WE WILL PROCESS ANY PROGRAM REQUEST. THANK YOU.

Email: [scheduling@sacnaturecenter.net](mailto:scheduling@sacnaturecenter.net)

Fax: 916-489-4983

I have read, understand and agree to the terms of these policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School/Group Name: \_\_\_\_\_