



SCHOOL PROGRAMS GUIDELINES

PARKING

Please follow the parking officer's instructions when you arrive. There is limited parking for large and mini buses adjacent to the parking deck. After unloading, a Garden security officer will direct your driver to a parking space, or, if the parking deck is full, you may be directed to park off-site.

PARKING FEE

If your group chooses to park **on-site**, you must purchase a \$10 parking voucher per bus. Payment for bus parking by check can be received at arrival. Payment for bus parking by card can be made over the phone at 404-591-1547 or 404-591-1588 prior to the trip date. Small vehicles can park in the parking deck and pay upon exiting. Parking in the parking deck is **free for the first 30 minutes**, \$3 for 31 – 60 minutes and \$2 for each additional 30 minutes. There is no fee to park off-site.*

CHAPERONES

You will be allowed **one free chaperone for every eight students**. Any additional adults will be sent to admissions for entry and will be charged the student rate of \$8. If your chaperones exceed one adult per 8 children, our staff and volunteers reserve the right to dismiss extra adults from activities if they are hindering the group's progress.

BEFORE YOU ARRIVE

Have your group **separated into classes of thirty students or less** before you arrive. Your instructor(s) will meet you near your check in point. The first class of 30 students will participate in a 30 minute long guided activity in the Mershon Hall Children's Classroom. All other students will tour the Garden on a self-guided visit while they wait for their session in the Children's Classroom to begin. You will be given maps upon check-in.

LATE ARRIVAL

If you arrive late, you may be given an abbreviated activity time in the Classroom. Classroom activities are subject to cancellation if you are **over 30 minutes late** to your scheduled arrival.

RAIN OR SHINE

All tours are rain or shine. In the event of inclement weather, activities and self-guided tours can be held in the Garden's indoor facilities.

CANCELLATION

If you must cancel your tour, we require that you alert the School Programs Coordinator, Nina Baldwin at least 24 hours in advance. You can email nbaldwin@atlantabg.org or call 404-591-1547. If you decide to reschedule, you must submit a new registration form. Programs that are not confirmed within 24 hours by either phone or email **will automatically be canceled**.

FOOD

All groups bringing food will be directed to eat off site in Piedmont Park. You may store your lunches in your buses while touring the Garden. Covered picnic table areas are a convenient 4-7 minute walk from the Garden along a paved walkway.

For more information about the Garden and its collections, visit the Educator Resources section on our website at atlantabg.org. This webpage includes information about Garden, possible activities to do during a self-guided visit and also edible schoolyard garden designs.

*Parking payment is required because the LAZ Parking Facility is operated by a third party company and not the Atlanta Botanical Garden.