



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 parking isn't available, you may be directed to park off-site. **Please note that parking on-site is not guaranteed.**

PARKING FEE

If your group is able to park on-site, you must purchase a \$10 parking voucher per bus. The Garden is a cashless venue. Payment for parking by credit card can be made online or over the phone at 404-591-1588. Payment by credit card or check may also be made upon arrival to the Garden. 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 ten students. Additional chaperones will be charged a \$25 entry rate. We realize that some students require additional supervision or support. Please let us know if you need additional chaperones for students with support services, and the number of additional free chaperones you are requesting.

UPON ARRIVAL

Once you arrive at the unloading area, **please stay on the bus.** A Garden staff member will board your bus to confirm group information, distribute maps and parking vouchers, and orient the group. **Your students will be reminded to keep lunches on the bus, keep feet on the path, stay with their group, and be kind to living things (especially plants!).**

Have your group **separated into classes of thirty students or less** before you arrive. The first class of 30 students will unload and participate in a 30 minute guided activity in the Mershon Hall Children's Classroom, or other designated area. All other students will be directed to an alternative entry gate to tour the Garden on a self-guided visit while they wait for their session to begin.

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 20 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. Groups must walk outside to access indoor Garden facilities, so rain jackets are recommended.

CANCELLATION

Programs that are not confirmed by phone or email within a week prior to the visit date **will automatically be canceled.** For last minute cancellations please alert the School Programs Manager, Lorin Boren at lboren@atlantabg.org or call 404-591-1588. If you decide to reschedule, you must submit a new registration form .

FOOD

Outside food is not allowed in the Garden. 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 and restrooms are a convenient four to seven 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.