

## Preparing for Your School Field Trip

### Before you arrive:

- Ensure your group **does not exceed our capacity of 60 children** (cap is due to a physical space limitation and cannot be exceeded) and **meets our chaperone requirement of one adult per 10 children**.
- Confirm that your transportation has been secured and that you will arrive on time. We reserve the right to shorten or cancel the program if a group arrives more than 10 minutes later than scheduled.
- To cancel or request a change, use the confirmation email you received to modify your visit information as soon as possible. If you cannot find your confirmation email, please email us at [fieldtrips@visitmanateelagoon.com](mailto:fieldtrips@visitmanateelagoon.com). Your confirmation email will come from [scheduling@squarespacescheduling.com](mailto:scheduling@squarespacescheduling.com).
- Prepare your group for what to expect (e.g. program topic, timeline, guidelines).
- Be aware there is no cover from the parking area to our building. Program runs rain or shine.
- Consider if your group will visit our gift shop which offers souvenirs (starting at \$5), bottled or canned drinks and ice cream novelties (~\$2 - \$4). Thank you for shopping.
- Understand that **Manatee Lagoon is not able to store lunches or coolers for visiting groups**, and for security purposes, large coolers are not permitted in the building and may not be left unattended on site.
- Please have students pregrouped into groups of no more than 25 students each **before** arriving for your field trip. Groups will rotate through three stations during the field trip experience.

### Arrival:

- Arrive on time or a few minutes early to make the most of your visit. We reserve the right to shorten or cancel the program if a group arrives more than 10 minutes later than scheduled.
- Upon arrival, busses should pull up to our blue solar trees in the parking lot. A staff member will greet you and board the busses to provide a safety briefing to all students and chaperones before the program begins.
- **Field trip maximum is 60 children** (cap is due to a physical space limitation and cannot be exceeded).
- Inform our staff if your group plans to visit our gift shop. If so, please send no more than four children with a chaperone at a time. To help keep your group moving, consider only sending children who have money to spend to the gift shop area.
- If applicable, keep your lunches/coolers and personal items in your vehicle(s) while touring the facility to allow children's hands to be free and as **Manatee Lagoon is not able store lunches or coolers for visiting groups**.

### During your visit:

- Chaperone expectations:
  - Maintain the required one chaperone to 10 children ratio and stay with the group.
  - Enforce center rules and handle any discipline issues.
  - Silence cell phones. Refrain from conversing during the program, and model good listening skills.
- Children expectations:
  - Stay with their group.
  - Do not run, nor climb or stand on exhibits or railings.
  - Be respectful of staff and other visitors; no yelling or disruptive behavior.

### During your visit:

- *Manatee Lagoon reserves the right to cancel or end a program if participants do not abide by center or program rules.*
- Please note that due to space limitations, and depending on the group size, not all chaperones may be able to attend one of the three stations in the program rotation. We appreciate your understanding.
- While groups are welcome to remain on site outside of scheduled program times to eat lunch, please refrain from re-entering the exhibit, observation deck and gift shop areas to avoid congestion in these locations and out of courtesy to other scheduled tour groups and visitors.
- The limited picnic facilities and shade at Manatee Lagoon are available on a first-come basis.
- All garbage must be placed in the appropriate waste receptacles.
- Please be aware that Manatee Lagoon – An FPL Eco-Discovery Center® is open to the public and other members of the public are likely to be present while programs are taking place. All visitors are expected to be respectful of each other.

### Directions to Manatee Lagoon, 6000 N. Flagler, West Palm Beach, FL 33407

**From I-95**, take the 45th Street exit east. Turn left onto Broadway/US-1 N/FL-A1A/FL-5. Turn right onto 59th Street. Turn right onto N. Flagler Drive and Manatee Lagoon's entrance will be on your left.

**From Florida's Turnpike**, take EXIT 107 toward FL-710/Beeline Highway, keep right at the fork in the ramp. Turn left onto Jog Road. Turn left onto Beeline Highway/FL-710. Continue to follow FL-710. Turn right onto N. Congress Avenue. Turn left onto 45th Street. Turn left onto Broadway/US-1 N/FL-A1A/FL-5. Turn right onto 59th Street. Turn right onto N. Flagler Drive and Manatee Lagoon's entrance will be on your left.

**From U.S. Highway 1** (heading north or south), take 58th Street in West Palm Beach east toward the water. Turn left (north) at the end of the street and Manatee Lagoon's entrance will be on your right.



**We look forward to welcoming you and your group to Manatee Lagoon soon!**