

Guided Youth Tour Teacher Information

We are looking forward to your visit to Reiman Gardens. We want your visit to be safe, enjoyable, and without confusion. Use of the following guidelines will help make this visit fun for all. Please read it carefully, as we have included information about what you can expect and what our facility expects from you, your staff, students, and chaperones.

Please share this information with your chaperones; you are responsible for ensuring that your chaperones understand their responsibilities.

Cost

\$6.50 per student. All paid school staff are admitted free.

If your group is not affiliated with a school, such as Boy Scout, 4-H, or home school group, two adults are admitted free all other children and adults pay general admission (\$7, \$6 for seniors).

You must pay in advance with cash, check, or credit card (Visa, Master Card, Discover). We do not accept purchase orders.

We require:

- A minimum of one adult teacher/chaperone per ten children
- Chaperones to be age 21 or over
- Chaperones not to bring toddlers or infants in strollers, as they will be unable to give their full attention to the children in their charge
- Chaperones to supervise and accompany their assigned group to ensure that all adhere to Reiman Gardens guidelines
- Clearly printed name tags provided by the school or organization for all participants.
- *Teachers to please ask chaperones to turn off cell phones or leave them home when attending field trips. Although chaperones are encouraged to enjoy the tour, their primary responsibility is to oversee the behavior of the students in their charge. Chaperones are expected to give full attention to the safety and order of their group.*

We suggest:

- Comfortable, closed-toe walking shoes
- Hats
- Water bottles
- Sunscreen
- Light jackets or sweaters in early spring and late fall
- Students leave their backpacks at school or on the bus

Preparing for your trip

Please call (515-294-2710) to schedule a time to bring your group to the Gardens. **All Guided Tour groups must pre-register before coming to the Gardens.** This is to ensure that groups are not taking the same tour concurrently and that an appropriate number of guides can be scheduled.

Please be prepared to divide your group into smaller groups of 10-20 students. Reiman Gardens staff will contact you three to four days before your scheduled tour to discuss how to divide your group so they can enjoy the Gardens to the greatest extent.

Please inform in advance of any special needs i.e. wheelchairs, walkers, hearing impaired, vision impaired, etc.

Lunch

If you have chosen to use one of our Garden areas and are bringing your lunches, please follow these guidelines:

- Indicate that you would like to eat lunch at the Gardens when you pre-register your group.
- All lunches for your group should be in secured containers – either latched coolers or sealed boxes that have been clearly labeled with your facility name.

- We will be happy to transport these boxes/coolers to your assigned lunch area. We cannot provide any refrigerated storage of lunches and we will not transport loose/individual lunchboxes or bags. You are responsible for transporting any cooler, boxes or leftover lunches back to your bus/vehicle.
- Please clean up all trash in your picnic area.
- After the children are finished eating, they are allowed to explore the Gardens under chaperone supervision.

Arrival

Arrive on time. If for some reason you are running late, please call 515-294-2710 and tell the receptionist you are scheduled for a guided youth tour and you will not be arriving as scheduled. Do not leave a voice-mail message.

Know your numbers before you arrive. In order to speed your entrance into the Gardens we must have a total count (teachers, chaperones, and students) of everyone in your group.

Please allow time for rest room breaks prior to your tour, all children must be accompanied by an adult to the rest room.

While on Tour:

- Stay with your group
- Chaperones must remain with the children in their charge at all times.
- Wear your nametags
- Walk, don't run and use soft voices. This creates an atmosphere that enables all our guests to enjoy the Gardens.
- Stay on designated paths. You are allowed to walk through turf/lawn areas, but not in planting beds.
- Leave all natural materials where you find them. These items are for your enjoyment and for those who come after you.
- Please snack or eat lunch only in your designated picnic area, not while you are touring.

Inclement Weather/Rain Dates

All guided youth tours are indoors and cannot be cancelled due to rain or inclement weather. Because tours are in the indoor Conservatory and Butterfly Wing, typically tours can be conducted regardless of outdoor weather conditions. You have the option of rescheduling if an opening is available. No refunds will be given for tours not completed due to inclement or rainy weather.

Extra Time

We highly encourage all tour groups to leave extra time to explore other areas of the Garden on their own. We recommend staying an extra 30 to 60 minutes, but any amount of time beyond the length of your tour is time well spent.