



FIELD INVESTIGATION REGISTRATION INSTRUCTIONS

General Information

- Step 1** Contact our Registrar to determine the availability of the date and time in which you are interested. Date availability MUST be determined before proceeding to Step 2.
- Step 2** Complete the Registration Form according to the following instructions and return to our Registrar.
- Step 3** Pay \$100 deposit by including with the Registration Form when returned or, if paying by credit card, calling the Registrar immediately after submitting Registration Form.

Your Field Investigation date is not confirmed until the deposit and completed Registration Form are received by Registrar.

Programs

>> For more detailed information about classes, visit www.riverlegacy.org/field-investigations <<

Woodland Seasons – PreK-2nd grade

- 1.5 hours in length beginning at 10:00
- Minimum 20 students (or \$180 fee)
- Maximum 44 students participating in Field Investigation at one time
 - Schools with 45-88 students will be scheduled for two consecutive time periods on the same day. You may divide your students into 2 groups and use the following schedule:
 1. Group 1 in Field Investigation while Group 2 participates in activities and play under your direction in nearby park.
 2. Group 2 in Field Investigation while Group 1 participates in activities and play under your direction in nearby park.
 3. Available start times for Field Investigations:
 - a. Group 1 at 9:30 and Group 2 at 11:30; OR
 - b. Group 1 at 10:00 and Group 2 at 12:00

Woodland Habitats – 3rd-6th grade

- 2 hours in length beginning at 10:00
- Minimum 20 students (or \$180 fee)
- Maximum 100 students (66 student maximum on Mondays)

Freshwater Ecology – 5th-6th grade

- 2.5 hours in length beginning at 10:00
- Minimum 20 students (or \$180 fee)
- Maximum 60 students

Teachers/Chaperones

- **Must maintain adult to child ratio of 1:10.** There is no charge for teachers/chaperones.
- All adults attending Field Investigation must be school-approved chaperones.
- Chaperones are not allowed to bring siblings or other additional children.
- Chaperones are expected to monitor the group and not exclusively their child.
- Students must remain with the group at all times even if the parent is present.

Special Needs Students

- River Legacy is committed to an optimal Field Investigation experience for every student. Please note that an additional adult is mandatory for every two special needs students.
- Please list on the Registration Form any special needs such as hearing impaired, bilingual or ESL, wheelchair students, etc.
- If you have a student known to be volatile, bring an adult to monitor this student exclusively.

Payment

- Minimum fee for Field Investigation is \$180, even if fewer than 20 students.
- Payment may be made by check payable to River Legacy Foundation, valid school purchase order or by credit card (Visa, MasterCard, Discover or American Express).
- If using credit card, please provide Registrar with credit card information either (1) during the call to determine date/time availability or (2) immediately upon submittal of Registration Form.
- Your Field Investigation date is **not** confirmed until the deposit and completed Registration Form are received by our Registrar. The balance is due in full on the day of the scheduled Field Investigation based on the number of students attending.

Cancellation

- Cancellations must be in writing and received by our Registrar at least 30 days prior to the scheduled Field Investigation date. Deposit and other amounts paid will be refunded, less a \$50 processing fee.
- In case of inclement weather, field investigation activities will be held indoors.
- If you cancel your field investigation due to inclement weather, we will do our best to reschedule your group but cannot guarantee our ability to do so.
- Cancellation, for any reason should be directed via email to Amy Evans at amye@riverlegacy.org or by phone at 817-860-6752, Ext. 102.

Transportation

- Buses may **not** enter the River Legacy Living Science Center parking lot. Bus damage could occur.
- **All** parking and drop-off of students is located inside River Legacy Park on Margaret Drive as shown on the attached map at 701 NW Green Oaks Blvd, Arlington, TX 76006.
- A River Legacy Naturalist will meet your group at the designated drop-off area in the park. **Students should remain on the bus until your group is greeted by our Naturalist(s).**

Technology

- We request that technology not be utilized during the Field Investigation by adults or students. We suggest one adult with each group be designated to take pictures.

Return completed Registration Form and deposit to:

**Registrar
River Legacy Living Science Center
703 NW Green Oaks Boulevard
Arlington, TX 76006
registrar@riverlegacy.org
817.860.6752 ext. 102 · fax 817.860.1595**