

## Tanglewood Nature Center & Museum Field Trip Guidelines and Information

Thank you for scheduling a program with Tanglewood! This document will answer many of your questions as you get ready to visit us.

**Timing/Group Size-** Programs at Tanglewood require 1.5 hours - this generally includes a live animal presentation, a museum tour and a guided hike. We like to keep a 25:1 educator ratio, so if your group is larger than this, you will be required to break the students up into smaller groups when you arrive. All groups will do the same activities while here, they will just do them in a different order. If you have a group size that will overshoot this ratio, please be aware that we have a maximum of 3 educators/program for ANY group size. We run a tight schedule between programs so if you arrive late, please do not expect we can run past your scheduled finish time, we usually cannot.

**Discipline-** Please remember that Tanglewood educators are providers of program content, but we are not responsible for keeping your students in a good behavior mindset. ***We require attention and respect to provide quality and safe programming to you and your students.*** Please remind the students, teachers, teaching assistants and family chaperones that it is their responsibility to be attentive and safe during all portions of our presentation. If your students are particularly chatty or unruly, our educators have been instructed to stop what they are doing and wait for everyone to settle before resuming. This takes away from the fun time your students have at Tanglewood.

**Lunch-** You are welcome to eat lunch here before or after your scheduled program time, but PLEASE NOTE that we cannot guarantee any particular space availability. Generally there will be a place for you to eat- in the auditorium, outside in the grass, on the deck or in the picnic pavilion. But, any/all of these spaces may already be occupied, so please keep that in mind. Harris Hill Park is a great place to lunch and is very close to Tanglewood (5-minute bus ride):

[https://www.chemungcountyny.gov/departments/a\\_f\\_departments/building\\_and\\_grounds/park\\_facilities.php](https://www.chemungcountyny.gov/departments/a_f_departments/building_and_grounds/park_facilities.php)

If you do eat lunch at Tanglewood, also note that we ask that you not move tables/chairs in the main building or lodge. Your students will have to eat on the floor or grass if you don't eat in the pavilion where there are a limited number of picnic tables. You must place your trash in the trash cans and clean up the tables and floor. Tanglewood has a small, busy staff and your cooperation with this is much appreciated.

**Weather/Dress/Ticks-** Tanglewood does not cancel due to inclement weather, so please be sure all participants are dressed properly to explore our site. Appropriate clothing consists of sturdy boots or close-toed shoes, warm clothing, and rain gear if necessary - clothes that can get dirty! We go outside unless weather is unsafe. This means we do spend around 30 minutes outside in rain, steady drizzle, snow and heat. Thunder and lightning will keep us inside. Although we keep kids on our trail system, we can't ensure they will not come in contact with ticks or insects. While we do not provide insect spray, you can encourage parents to pre-spray the children before their visit and remind them to check their children for ticks when they get home from school.

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**Buses-** Please have buses park in sign-marked spaces specifically for buses on the back side of the large parking lot. Children can be dropped off at the sidewalk, but no buses should park while waiting to pick children up in front of the sidewalk, mailbox or in the lower staff lot.

**Cancellations-** If you need to cancel, please call by 9 a.m. on the scheduled day - please note that without 24 hours' notice you will be charged for the program.

Upon arrival, proceed to the Nature Center Building

***School Program Scheduling Contact:***

Please call Elaine, our Executive Director, at (607) 732-6060 ex. 101 or email [tanglewooddirector@outlook.com](mailto:tanglewooddirector@outlook.com)

***School Program Billing Contact:***

Please call Deanna, our Office Manager, at (607) 732-6060 ex.100 or email [tanglewoodoffmgr@outlook.com](mailto:tanglewoodoffmgr@outlook.com)