



Education Program Policies and Request Form

*Thank you for your interest in a visit to The Clifton Institute!
Please read the following information carefully.*

Group size: Programs can be scheduled for groups between 10 and 120 students (or 3 school buses).

Themed program length: We recommend themed programs start between 9:00AM and 9:30AM and conclude at 12:00PM, although we can adjust to your schedule. We can shorten themed programs to 2 hours. We are also available for full-day programs. (For the Field Scientist for a Day program we recommend a full 3 hours.)

Guided walk length: If you are interested in a guided walk, we recommend between 2 and 3 hours.

Program fees:

\$5 per student for schools (invoice sent upon program conclusion)

\$10 per student for homeschool, Scout, and other groups (due day-of, at the start of the program)

Add \$10 per student for full-day programs.

Weather plan: We are prepared to hold programs in light and/or intermittent rain and have an indoor space, if needed, for up to 20 students. Larger groups will be rescheduled in case of bad weather. We will communicate with you the day before the program to make weather-related decisions.

Cancellation Policy: Program cancellations within 7 days will be charged a \$50 fee.

Additional Information for Homeschool Groups

Drop-off policy: Our K-12 themed programs are drop-off only. One adult leader may accompany the program, if desired. Parents/caregivers are welcome to accompany groups on guided hikes.

Day availability: Fridays are reserved for our larger school field trips. Homeschool programs are available on Tuesdays, Wednesdays, and Thursdays. We can schedule programs up to three months in advance.

Registration paperwork: At drop-off, parents will be asked to fill out a registration and liability form for each student participating in the program, even if they registered and paid online. (If we already have a form on file from a past program, there is no need to fill out the paperwork a second time. However, it is important that parent contact information remains up-to-date.)

Target grade level: We recognize that groups may vary in age, but a target grade level *must* be indicated below for all themed programs. This is the grade level to which we will tailor the lesson, although students from ± 2 grade levels are welcome to attend. For groups with a wider age range, we suggest scheduling a guided hike.

To request a program, please send the following information to Education Associate Bridget Bradshaw at bbradshaw@cliftoninstitute.org.

Contact person name:

Contact person email:

Contact person phone number:

School/Co-op/Group affiliation (if applicable):

Name of desired themed program (from K-12 Program Guide):

Grade level:

Approximate number of students attending:

Preferred days of the week (we are available Tues-Fri):

Proposed dates:

Arrival time:

If you have selected a guided walk, desired number of hours: