



## **Policies and Program Information: Field Trips to Governors Island Teaching Garden 2017**

Field trips to Governors Island Teaching Garden provide students with hands-on lessons about gardening, food, and the environment. Governors Island Teaching Garden is a program of GrowNYC, a 501(c)(3) nonprofit organization founded in 1970 with a mission to improve our city's quality of life through environmental programs that transform communities block by block and empower all New Yorkers to secure a clean and healthy environment for future generations.

### **Availability**

Field Trips are available to NYC students (K-12) from April 18<sup>th</sup>-November 9<sup>th</sup>, 2017. Field trips depart on the Governors Island ferry at 10am and 11am on Tuesdays, Wednesdays, and Thursdays.

Priority is given to Title I and DPHO neighborhood (South Bronx, Central and East Harlem, North and Central Brooklyn) schools, summer camps, and nonprofit organizations.

### **Itinerary**

#### *10am Field Trip*

10:00-10:10am	Ferry ride from Manhattan
10:10-10:30am	Walk to the Teaching Garden
10:30-11:35am	Programming
11:35am-12:00pm	Lunch
12:00-12:20pm	Walk to Ferry
12:30-12:40pm	Ferry ride from Governors Island to Manhattan

#### *11am Field Trip*

11:00-11:10am	Ferry ride from Manhattan
11:10-11:30am	Walk to the Teaching Garden
11:30-11:55pm	Lunch
11:55am-1:00pm	Programming
1:00-1:20pm	Walk to Ferry
1:30-1:40pm	Ferry ride from Governors Island to Manhattan

*Please Note:* During the public season (May 6<sup>th</sup>-October 31<sup>st</sup>), classes may choose to stay longer on the island to enjoy the playground, forts, hammocks, and more. Please let the Education Coordinator know if your class will be taking an early ferry and getting to the garden independently.

### **Lessons**

The approximately 1 hour of garden programming consists of a three- or four-station rotation. Your class will be split into 2-4 groups, depending on class size, and will rotate through hands-on stations that typically include a farm tour, planting or farm work activity, cooking or harvesting and tasting activity, and possible fourth mini-lesson. A description of lessons can be found [here](#).

Teachers indicate their topic preference during field trip registration, but lessons and activities are ultimately determined by the Education Coordinator based on staff availability and the seasonal needs of the garden.

## Registration

Field trip registration is online, through [Explorable Places](#). The three registration periods for each of the three field trip seasons are as follows:

- **Spring Field Trips: April 18<sup>th</sup>-June 22<sup>nd</sup>**
  - Registration for Title I and DPHO neighborhood schools and organizations opens Tuesday, March 14<sup>th</sup>.
  - Registration for all other schools opens Monday, March 20<sup>th</sup>.
- **Summer Field Trips: July 5<sup>th</sup>-August 17<sup>th</sup>**
  - Registration for Title I and DPHO neighborhood schools and organizations opens Monday, May 22<sup>nd</sup>.
  - Registration for all other schools and camps opens Monday, May 29<sup>th</sup>.
- **Fall Field Trips: September 19<sup>th</sup>-November 9<sup>th</sup>**
  - Registration for Title I and DPHO neighborhood schools and organizations opens Monday, August 14<sup>th</sup>.
  - Registration for all other schools and organizations opens Monday, August 21<sup>st</sup>.

Teachers will register for *either* the 10am or 11am field trip. Be sure to double-check your registration prior to your trip to ensure you arrive in time for the correct ferry. The following requirements must be met to ensure your field trip request isn't denied:

### 10am Field Trips

- Class size must be at least **25 students** and may not exceed **34 students**.
- Classes may travel via *subway or bus* to the ferry.
- If taking the subway, classes must be within a 30-minute ride to 10 South St.
- If taking a bus, school must be within a 20-minute drive from 10 South St. Please note: buses are not permitted to travel on the Brooklyn Bridge or FDR Drive.
- There is a *maximum of 1 adult for every 5 students*. For example, classes of 25 students may bring up to 5 adults, including teachers and chaperones. Additional adults attending the trip may be approved on a case-by-case basis (special education classes excepted).

### 11am Field Trips

- Class size must be at least **25 students** and may not exceed **40 students**.
- Classes may travel via *subway only*. Buses are not permitted for 11am field trips.
- Schools must be within a 1-hour trip to 10 South St.
- **Larger class sizes and schools that are beyond a 30-minute trip to the ferry are prioritized for the 11am field trip slot.** If your school is less than a 30-minute trip to the ferry, you will be asked to move to a 10am slot.
- There is a *maximum of 1 adult for every 5 students*. For example, classes of 25 students may bring up to 5 adults, including teachers and chaperones. Classes of 40 students may have no more than 8 adults. Additional adults attending the trip may be approved on a case-by-case basis (special education classes excepted).

**Please note:** Up to 4 field trip slots may be booked by teachers from one school. Please coordinate with other teachers and the principal at your school if many teachers are interested in

a field trip. We aim to make sure as many students as possible from across the city have a chance to visit the Teaching Garden.

### **Transportation**

Field trips to Governors Island Teaching Garden require a 10-15-minute ferry ride that departs promptly at either 10:00am or 11:00am from the Battery Maritime Building at 10 South Street in Manhattan.

- Classes should arrive at the ferry terminal no later than **15 minutes prior to the ferry departure time** (9:45am or 10:45am). *Teachers assume full responsibility for missing the ferry or arriving after the ferry is at capacity.*
- A GrowNYC staff member will meet you at the ferry terminal to escort your class. You will return independently to the ferry back to Manhattan (see [Google Maps Directions to the Teaching Garden](#) and [Governors Island Map](#)).

*Please note: It is a 15-20-minute walk from the ferry to the garden. Ensure your students and chaperones will be able to walk 15-20 minutes each way in addition to the hour moving around the garden in all kinds of weather. Unfortunately we are unable to make transportation accommodations between the ferry and Teaching Garden at this time.*

### **If You Miss the Ferry**

Teachers must take all necessary measures to ensure the class is on time for the ferry. We are not responsible for classes that miss the ferry and generally cannot accommodate them at a later date or time. On a case by case basis and in communication with the Education Coordinator the day of, the following options may be available:

- If staff is available, you may receive a short tour of parts of the garden not being used by another class.
- If it is the public season (May 6<sup>th</sup>-October 31<sup>st</sup>), you may explore the rest of the island on your own.
- If it is not the public season (before May 6<sup>th</sup> and after October 31<sup>st</sup>) and there is no staff available for a tour, you must return to school.

### **Cancelling/Rescheduling**

GrowNYC requires 2 weeks' advance notice from schools that need to cancel their scheduled field trip. Schools that cancel with less than 2 weeks' notice will not be permitted to schedule a trip for the next year. Requests to reschedule field trip time or date are generally unable to be accommodated, as we maintain a long waitlist of field trip requests.

### **Inclement Weather**

GrowNYC staff will communicate with the teacher the day prior to and the morning of the field trip to confirm cancellations due to inclement weather. Classes may continue in cases of moderate inclement weather, as mutually agreed upon by teachers and GrowNYC staff.

Please note: the walk between the ferry and garden is not covered and the garden has limited shelter in the case of light rain. Teachers should only bring students who are *dressed appropriately and prepared to be outside in the rain.*

Any of the following forecasted conditions will constitute cause for automatic cancellation of classes:

- Temperatures higher than **92 degrees** or lower than **45 degrees** during field trip time. There is no air conditioning or heat at the Teaching Garden.
- Over 60% chance of thunder and lightning storms during field trip time.

GrowNYC does not guarantee its ability to reschedule every missed, rained-out or otherwise cancelled class. In the case of classes cancelled, GrowNYC staff will make a reasonable attempt to reschedule the cancelled class as the garden schedule allows.

### **Attire, Supplies, and Bathrooms**

- All students, teachers and chaperones are required to wear closed-toed shoes and weather-appropriate attire.
- Students and adults must bring water bottles that may be refilled at the garden. We do not have water fountains or cups available for student drinking.
- Students must also bring their own lunches to eat during the scheduled lunch time.
- There are two portable toilets in the garden. Bathrooms with plumbing are available in the Battery Maritime Building, on the ferry, and in the museum building next to the ferry on Governors Island. *Classes are strongly encouraged to use bathrooms before or after their field trip so programming time doesn't have to be shortened.*

### **Cost**

GrowNYC provides field trips to Governors Island Teaching Garden at no cost to public schools and nonprofit organizations. The round-trip ferry ride is included with all field trips; no ticket purchase is required. To help cover the costs and ensure the future of field trip programming, GrowNYC asks the following:

- *NYC Title I and DPHO-Neighborhood Schools and Programs: **\$50 suggested donation.***
- *Other Public and Charter Schools: For non-Title I and non-DPHO-neighborhood schools we request a **\$50 donation.***
- *Private Schools: GrowNYC is offering a limited number of Field Trips to private schools for **a fee of \$150.** Private schools will be given priority for dates when public schools are not in session.*

*All donations may be paid in cash or by check made out to GrowNYC on the day of the field trip or in advance. Donations help to ensure GrowNYC's ability to continue offering field trips. No public schools or nonprofit organization will be turned away for inability to make a donation.*

### **Liability and Photography Waiver**

Every student under 18 years old must have a waiver signed by a parent or guardian to attend the field trip. You can find the waiver [here](#). If there are students who may not be photographed, you must email their names to the Education Coordinator prior to your trip.

Please direct any questions or concerns about the above Program Policies to the Education Coordinator, Shannon Post, at [spost@grownyc.org](mailto:spost@grownyc.org).