



Policies and Program Information: Field Trips to Governors Island Teaching Garden 2020

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 14th - November 5th, 2020. 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
10:30-11:30am	Programming
11:30am-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
11:30-12:00pm	Lunch
12:00am-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 1st-October 31st), 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 will consist of three activities. Your class will split into 2-4 groups, depending on class size with approximately 10 students per group, each group will follow one educator to participate in several hands-on activities. These activities typically include a themed garden tour, a gardening activity, and a final activity that changes depending on the requests of the group. Please see a description of lessons is located on our website. If you would like to do programming other than what we already have please reach out to the education coordinator.

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 14th-June 25th**
 - Registration for Title I schools and schools that serve a significant population of low-income students opens Tuesday, February 11th.
 - Registration for all other schools opens Tuesday, February 18th.

- **Summer Field Trips: June 30th-August 27th**
 - Registration for Title I schools and schools that serve a significant population of low-income students opens Tuesday, April 21st.
 - Registration for all other schools and camps opens Tuesday, April 28th.

- **Fall Field Trips: September 1st-November 5th**
 - Registration for Title I schools and schools that serve a significant population of low-income students opens Tuesday, June 30th.
 - Registration for all other schools and organizations opens Tuesday, July 7th.

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** (excluding classes with special needs) and may not exceed **33 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** (excluding classes with special needs) and may not exceed **44 students**.
- Schools must be within a 1-hour subway ride to 10 South St.
- If taking a bus, school must be within a 40-minute drive from 10 South St. Please note: buses are not permitted to travel on the Brooklyn Bridge or FDR Drive.
- **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 top of the hill when you disembark the ferry to escort your class to the garden. You will return independently to the ferry back to Manhattan (see [Google Maps Directions to the Teaching Garden](#) and [Governors Island Map](#)).

Important 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.

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 it is the public season (May 1st-October 31st), you may explore the rest of the island on your own.
- If it is not the public season (before May 1st and after October 31st) 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 are prepared to be outside in the rain.*

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 are advised to bring water bottles that may be refilled at the garden. We do not have cups for students to use but we do have a water fountain.
- **Students must bring their own lunches** to eat during the scheduled lunch time. We do not provide a lunch for students.
- 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 a sliding scale depending on the school or organization you are affiliated with. The round-trip ferry ride is included with all field trips; no ticket purchase is required. The pricing of a field trip is as follows:

- For Title 1 schools there is **no fee** to visit the Teaching Garden.
- For public schools and non-profit organizations, there is a **\$50 fee** associated with a field trip.
- For private schools, there are a limited number of field trips with a **\$150 fee**. Private schools will be given priority for dates when public schools are not in session.

All payments may be paid by stripe through Explorable Places or by check made out to GrowNYC on the day of the field trip or in advance. Fees help to ensure GrowNYC's ability to continue offering field trips. No public schools or nonprofit organization will be turned away for inability to pay. Please reach out to the education coordinator for questions about payments.

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, Eve Brown, at ebrown@grownyc.org.