



OREGON COAST
AQUARIUM
NEWPORT

TEACHER AND GROUP CONTRACT

Dear Teachers and Group Leaders,

To ensure your students' have a fun and educational experience, the Aquarium has developed the guidelines listed below. Please discuss these with your students and chaperones **before** arriving at the Aquarium.

Please sign this *Teacher Contract* and the *Student and Chaperone Contract* and return them to the Aquarium's admission staff when you arrive. *(Some teachers have asked both the chaperones and students to sign these contracts to make sure that everyone understood the behavior expected of them.)*

IMPORTANT: Teachers and Groups with school aged children, you must bring this signed contract along with the Student and Chaperone Contract with you for admission to the Aquarium.

For groups on a Self-guided visit:

- We recommend you bring one chaperon for every five students but **require a minimum of one chaperon for every 10 students for self-guided visits.** Chaperones must be at least 21 years of age. Please remind your chaperones that bringing younger siblings will detract from your student's experience.
- Explain to chaperones that their role is to be more than just a supervisor. They need to model good behavior and to stay with the students at all times during the visit.
- On the Teacher Resources page our website are *Self Guided Visit Materials* designed to provide students with a more structured visit. (If you plan on using these materials during your visit please bring clipboards and pencils for your students.)
- Give clear directions to your chaperones on both your expectations and the Aquarium's. We expect students to be courteous and to show consideration for others while visiting the Aquarium.
- Students must stay with their chaperones at all times**—this includes high school students. If your students become unruly and/or separated from their chaperones, they may be asked to leave the aquarium.
- We do not allow outside lunches to be brought into the Aquarium. Lunches can be purchased at the Café but please remember to contact them at least 3 days in advance. The café can be reached at (541) 867-3474 ext. 5421.
- For the convenience of groups bringing their own lunches, we have a large picnic area in the parking area. If you use this area, **please do not leave trash on the tables.**

- ❑ Please clarify meeting times and places with chaperones before entering the Aquarium. (Paging is for emergency purposes only.)

For groups taking a Lab or Theater Program:

- ❑ We require teachers to attend programs with their students and to bring **one chaperon for every five students for Lab programs** and **one chaperon for every 10 students for Theater programs**. Chaperones must be at least 21 years of age. Additional siblings will not be allowed into the lab or theater programs.
- ❑ Let chaperones know they are a vital, interactive part of the lab and will be helping students by reading material to them at each of the learning stations.
- ❑ **A member of the Education staff will meet your group in the lobby five minutes before the start of the program.** If members of your group are not present, and their group has already left for the program, they will not be admitted late. This is because important instructions are given at the beginning of each program.
- ❑ Please note that if you are running late to the Aquarium, please contact us and understand that we may have to cancel your scheduled lab program due to our tight teaching schedule. Call 541-867-3474 ext. 0

Lab and Theater program cancellations must be made at least 2 weeks prior to your visit to receive a full refund on your Program fee. The Aquarium reserves the right to cancel a program without notice in the case of an emergency or due to your schools late arrival.

I have read the above guidelines and understand and agree to abide by them during our visit to the Oregon Coast Aquarium.

(Group Leader's Name)

(Date)

(Group Leader's Signature)

(School/Group name)

Thank you for helping us make your visit a quality learning experience for your students.

Sincerely,
The Education Staff