

Preparing for Your Five Rivers Visit



Hello,

Now that you have scheduled your visit to Five Rivers, let's make sure your group has a positive experience from the beginning. The following information has been designed to get your group off the bus and out exploring in minimal time. Please read the information carefully and take the time to prepare for your visit. If you have any questions, please contact the Guided School Program Coordinator at gsp5rivers@juno.com. We look forward to seeing you at Five Rivers!

General Information

Payment: Checks should be made payable to **Five Rivers Limited**, the not-for-profit organization coordinating the Guided School Lessons. If the number of students decreases, you are still responsible for paying the fee quoted in your Confirmation Letter. Should the number of students increase, you are responsible to contact the Guided School Program Coordinator at least one week prior to your visit to ensure your group will have the appropriate number of guides needed. Only checks from teachers or school administration will be accepted.

Cancellations: For last-minute cancellations due to weather conditions, call at least one hour prior to your scheduled class time. Before 8:30 am, call Nancy at (518) 478-9398. After 8:30 am, call Five Rivers Center at (518) 475-0291. Cancellations within one hour of your scheduled class time will result in full payment.

BEFORE YOU ARRIVE

- 🍁 Read the **pre-visit information**. Please use this information to prepare the students and the chaperones for your visit. The more prepared everyone is, the more enjoyable the lesson will be.
- 🍁 Notify Five Rivers of any **special needs** your students may have. We can accommodate a wide range of needs, including mobility limitations. Please help us be prepared to provide the best possible experience for your group.
- 🍁 Divide your students into **groups of 15 or fewer BEFORE you arrive at Five Rivers.**
- 🍁 Provide each student with a **name tag** to be worn on the outside of their coat.
- 🍁 **Dress for the weather** - whatever it may be! Classes are outside regardless of the weather.
- 🍁 Each group must have an adult **chaperone** that is responsible for discipline.
- 🍁 If the students' normal lunch hour will be delayed, we urge you to bring a trail **snack**. Please inform the Guided School Program Coordinator that you have brought a snack and a break will be worked into the lesson.
- 🍁 Our primary restrooms may be under construction at the time of your visit. Please use your school's restrooms before you board the bus.