

# Guidelines for Group Tours and Education Programs

Thank you for choosing Sea Center Texas (SCT) for your destination. The following information is provided to help you plan your visit. Admission and parking are free. Donations are accepted.

## When Making Your Reservation

- Call (979) 292-0100 ext. 21 to schedule a tour or submit the attached reservation form via email. Be prepared to provide all the information on the attached reservation form when making a reservation.
- Groups of 30 to 55 participants must schedule at least 2 weeks in advance. Groups with more than 55 participants must schedule at least one month in advance. Saturday group tours may require a reservation deposit. The maximum size for hatchery tours is 75. For groups larger than 75, we suggest that the group split in half and rotate between Sea Center Texas and another local visitor center. Information about other local attractions can be found at [www.escapedown288.com](http://www.escapedown288.com).
- We recommend that you contact us early in the school year for best selection of dates and times. Have several alternate dates selected when submitting a reservation form or calling to make a reservation.

## Pre-Trip Planning

- Teachers and group facilitators are encouraged to visit the site prior to their reserved time.
- Please check with staff about group assignments. Large groups will be split into sub-groups of approximately 15 students per sub-group. Each group of students must be accompanied by a teacher/chaperone.
- Discuss the chaperone duties with all chaperones and make sure they understand their responsibilities.
- We recommend that chaperones do not bring other children with them. This will make it easier for them to chaperone their assigned group students. If adults have other children with them, they should not be assigned as a chaperone.
- Carefully review the "Guidelines for Student Behavior" with your students.
- Keep in mind if your group is doing a self-guided tour, the group will not be allowed in the hatchery building or ponds.
- No food is available for sale at the facility or permitted inside the Visitor Center. Picnic areas for large groups are located nearby at McLean Park. Call (979) 297-4533 to check on availability.

## Arrival

- **Late Arrival and Cancellation Policy-** Staff would appreciate receiving at least a 48-hour notice of cancellations. Groups are responsible for their arrival time. **If you will be arriving late or need to cancel your reservation, please call 979-292-0100 ext 21. IF YOUR GROUP IS RUNNING MORE THAN 10 MINUTES LATE AND YOU HAVE NOT NOTIFIED US AT (979) 292-0100 EXT. 21, WE WILL AUTOMATICALLY CANCEL YOUR TOUR AND PROCEED WITH OPENING THE TIME SLOT TO OTHERS.**

- Assemble students into groups of 15 outside the visitor center entrance. The group facilitator should enter the visitor center and identify themselves at the guest registration desk.
- **Chaperones must accompany students to the Gift Shop.** Please allow only 15 students at the Gift Shop at one time.
- Please rotate one group at a time for rest room breaks.
- SCT does not have storage space. Please leave coolers, lunches, and personal belongings on the bus.
- If you arrive early, your tour may not begin until the scheduled time due to guide availability.

## Guidelines for Student Behavior

Sea Center Texas (SCT) staff and volunteers want everyone involved to have fun while learning about our natural resources. We consider organized tours to be an extension of the classroom environment. As such, our expectations are that tour guides, teachers, chaperones and students will conduct themselves in a manner that reflects acceptable behaviors in the classroom. Please make sure all teachers, chaperones and/or group facilitators have copies of this document.

- Teachers/chaperones are responsible for keeping their group together and for monitoring student conduct.
- Follow school rules.
- Stay with your teacher or chaperone at all times.
- Use your inside voice and be respectful and courteous to other guests and your volunteer guide.
- No running, chewing gum, drinking, or eating is allowed in the exhibit and animal areas.
- PLEASE DO NOT TAP ON THE AQUARIUM WINDOWS!
- Do not pick up animals in the touch tank exhibit. Animals may be touched with one finger along their back, but should not be picked up.
- Keep talking and noise to a minimum while on the tour. Loud noises may cause fish in the tanks to jump causing injuries.
- Please check with your teacher to determine when your group may visit the Gift Shop. Only 15 students are allowed at the Gift Shop at one time and must be accompanied by a chaperone.
- Visitors should be aware of the potential for wood splinters in the wetlands demonstration area. Do not run your hands down the railings of the boardwalk.
- All adults and youth are asked to stay with and move along with your tour guide at all times.
- Students **and chaperones** are asked to wait until after the tour to accept cell phone calls.

Students who are disrespectful or disruptive will be asked to leave the group so that others have the opportunity to participate in the program.

Thank you and enjoy your visit!

<http://www.tpwd.state.tx.us/spdest/visitorcenters/seacenter/>

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