



## BOOKING YOUR SCHOOL GROUP EXPERIENCE

### How to Register

- Free to participate!
- Review our program offerings and select a site that best suits your class.
- For single visit field trips, complete the [Tour Request Form](#) located here or on our website. Once submitted, our School Programs Manager will contact you to confirm. Reservation requests are not confirmed until you receive a Confirmation Form from Dade Heritage Trust.
- For virtual tours, the process is the same as single visits. Make sure you specify “virtual tour” in the Tour Request Form.
- For MUTTS registration, email [education@dadeheritagetrust.org](mailto:education@dadeheritagetrust.org) or call 305-358-9572 to set up a meeting to discuss a partnership.

### Bus Scholarship Fund

- Dade Heritage Trust is pleased to offer a limited number of bus transportation scholarships to Miami-Dade County Title 1 schools. Scholarships are awarded on a first-come, first-served basis and are subject to guided tour and bus availability. Contact [education@dadeheritagetrust.org](mailto:education@dadeheritagetrust.org) if you have any questions.

### Policies and Procedures

- You must complete the Tour Request Form a minimum of two weeks before your requested visit date.
- Groups that arrive more than 30 minutes late may forfeit their scheduled itinerary.
- 40 students maximum per tour, including virtual tours.
- In the event that a scheduled group is unable to visit, all reservations must be cancelled with the School Programs Manager as soon as possible, preferably within 48 hours of the scheduled tour. To cancel contact [education@dadeheritagetrust.org](mailto:education@dadeheritagetrust.org) or 305-358-9572.
- Reserved tours take place rain or shine in most cases. In the event of a hurricane or tropical storm, we can reschedule the trip to a later date.
- We recommend comfortable shoes, casual clothing, sunscreen, bug spray, and plenty of water given that most of the programs take place outdoors.
- Teachers and chaperones must supervise students at all times in all areas of the park and be ready to support DHT educators with all activities.

- There must be 1 chaperone for every 10 students.
- All cell phones (teachers/chaperones/students) should be on silent and put away during the tour.
- If at any time DHT educators witness behavior that puts at risk the group, other visitors, or the site, the group may be asked to leave the premises and forfeit the remainder of its visit.

### **Accessibility**

- Although most site visit areas are physically accessible, not all areas support visual or hearing impairments. During the registration process please make the School Programs Manager aware of any accessibility needs your group may have.
- To request materials in accessible format, sign language interpreters, and/or any accommodation, please contact the School Programs Manager a minimum of 14 calendar days in advance of your visit to initiate your request:  
[education@dadeheritagetrust.org](mailto:education@dadeheritagetrust.org) or 305-358-9572.

### **Bags & Backpacks**

- Dade Heritage Trust does not have a bag check or bag storage area. Students must leave all book bags and backpacks at school or on the bus.

### **Lunch**

- Dade Heritage Trust is not responsible for providing lunch. Students must bring their own lunch if the teacher decides to have lunch on site.
- Students, teachers, and chaperones are responsible for cleaning up and disposing of trash appropriately.