



SELF-GUIDED VISIT INFORMATION

CONFIRMING YOUR VISIT

Please review your Program Itinerary and Order Summary prior to your visit. If there are any discrepancies, email birchaquariumprogram@ucsd.edu or call (858) 534-7336.

CHECKLIST: PREPARING FOR YOUR VISIT

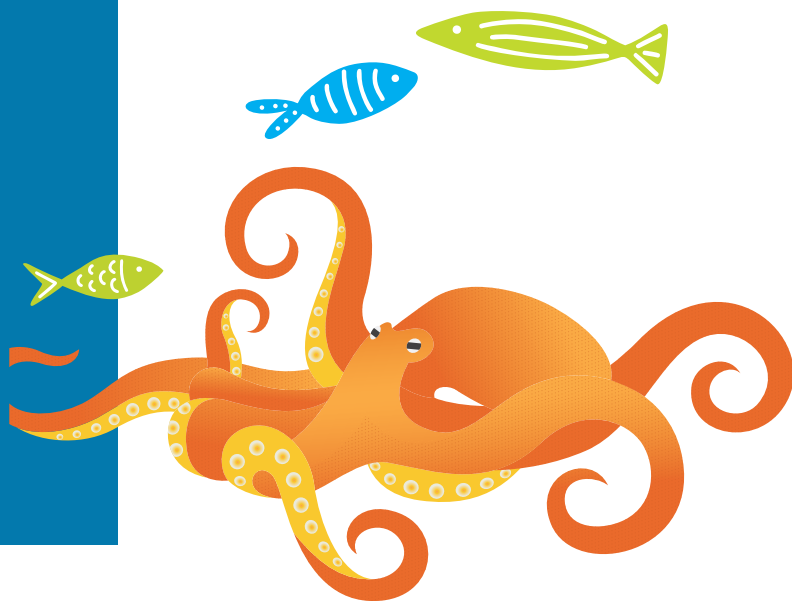
- **Arrival:** Plan to arrive 15 minutes before your entry time to get checked in.
- **Meeting Point:** Meet at the Whale Fountain in front of the aquarium.
- **Teacher Check-In:** The teacher/group leader will check in with Education staff at our **new School and Youth Group Entrance**. All adult chaperones will be given a chaperone badge that serves as tickets for students and adults.
- **Small Groups:** Before exploring the aquarium, separate your class into smaller groups with a chaperone. Instruct chaperones to begin their visit in different areas of the aquarium to avoid overcrowding.
- **Chaperones:** Only adults (teachers and chaperones) within the designated number (see below) are free of charge. Extra chaperones should be added to your reservation before arrival, or they can purchase general admission tickets on their own in advance. **Walk-up sales are subject to capacity and cannot be guaranteed.**
- **Attendance Numbers:** Be ready to provide **exact numbers of students and chaperones** at check-in (teachers, parents, and staff).
- **Be Prepared:** Be sure to read all the policies below carefully as they have important information for your visit and may have changed since your last visit. Share with the other teachers in your group.

TIPS FOR YOUR VISIT

Free Pre-Visit: Teachers may have one complimentary pre-visit to the aquarium before your scheduled field trip to plan for the day. **Teachers must make a reservation in advance by calling (858) 534-7336.** Any additional guests must make reservations and pay admission.

Plan Ahead: Check out our new **Field Trip Checklist** on our website to plan a smooth and seamless trip.

Learning Resources: Visit our website to access learning resources to enhance your students' experience. We offer **Teacher Guides** and **Aquarium Activity Sheets** to print in advance. Please bring your own clipboards and pencils!



UC San Diego
SCRIPPS INSTITUTION OF OCEANOGRAPHY



VISIT POLICIES

Chaperones: Adults within the designated ratio are free of charge. The number of free chaperones is dependent on the number of paid students present on the day of your visit.

ALL TEACHERS, STAFF, AND PARENTS with your group are categorized as chaperones

- **Ages 2-TK:** one free chaperone per two students (1:2)
- **Grades K-12:** one free chaperone per five students (1:5)

Extra chaperone tickets are available for purchase only through your group order and must be paid in one transaction. Groups must reserve all chaperone tickets in advance to guarantee admission. Due to reduced capacity, General Admission tickets are subject to availability and may not be available at the door.

For any student requiring a **nurse** or **aide**, please tell our staff during check-in. Nurses and aides will not be included in the calculation of free chaperones.

Chaperones are required and expected to ensure students comply with Program Policies at all times. The teacher/group leader will be asked to sign a Behavior Contract (see Field Trip Guidelines) upon arrival. Groups who do not comply with these expectations may be asked to leave.

You must adhere to your scheduled check-in time and maximum reserved student numbers. Due to limited capacity, we cannot guarantee entry outside of this time or if student numbers exceed to the total reserved on your order.

Cancellation/Rescheduling: Cancellations, changes, and rescheduling must be made **2 weeks in advance**. You will be responsible for a fee of **\$50 per order** if your visit is canceled or rescheduled less than 2 weeks in advance. No refunds are provided if you do not show up for your visit and you will be responsible for full payment.

Late Arrivals: If you will be more than 10 minutes late for your entry time, please call (858) 534-7336. If you are more than 30 minutes late for your entry time, we cannot guarantee your entry.

Bus Parking: UCSD prohibits bus parking in the Birch Aquarium parking lot. Buses can park in Lot P705 on the corner of Regents Rd. and Genessee Ave. after dropping off at the aquarium.

Gift Shop: Students must be accompanied by a responsible chaperone at all times in the gift shop in groups no larger than 10 students per 1 chaperone. Groups may be asked to enter one at a time to moderate capacity.

Payment Options: We will process an invoice after your program, and can also accept checks and credit cards day-of. We cannot accommodate split payments or multiple payment methods. **Cash is not accepted.**

- **Invoice:** The easiest way to pay - no transaction required day-of! An invoice issued by UC San Diego Central Accounts Receivable Office will be emailed 5-7 days after your program date. Checks are due 30 days after the last program date to the address listed on the invoice. **DO NOT** mail checks to Birch Aquarium.
- **Check Payments:** One check can be written and accepted day-of. Do not write the check in advance as changes in student or chaperone numbers could change your total.
- **Credit Card Payments:** One credit card payment can be accepted onsite day-of.
- **Purchase Orders (PO):** Purchase orders are not required but can be accepted at birchaquariumprogram@ucsd.edu. An invoice will be emailed after your program date.

Lunch: Groups may use the designated picnic tables or the amphitheater-style seats by the Whale Fountain. We do not reserve eating areas. Lunch cubbies are available to store small lunch boxes or bags. Avoid storing backpacks, water bottles, or other large items in the cubbies. Coolers/bins with secure lids can be kept next to the cubbies. Do not eat inside the aquarium or at the Splash Café tables.

- **Rainy Days:** There are no covered areas for eating. If it is rainy, eat lunch/snack before or after your visit.
- **Splash Café:** If you are interested in lunch from Splash Café, contact [The French Gourmet](#) 2-3 weeks in advance to arrange for boxed lunches for your group. Avoid ordering in large quantities on the day of your visit, which can result in long wait times.
- **Summer:** Picnic tables may not be available during the summer (June-August).

Photography/Videography: We sometimes photograph visitors for educational and promotional purposes. Entry into the aquarium grants permission for use of these images. You are welcome to take photos (no flash photography inside the aquarium) and video for personal use, however commercial photography/videography is prohibited without permission from the Birch Aquarium Marketing Department. **Be sure to tag Birch Aquarium or use #BirchAquarium if you post about your visit on social media.**

