



Monmouth County Park System



Environmental Education Programs for Groups

Group Leader Information

PAYMENT: Groups will be billed after the program has been completed. Please **do not bring payment on the day of the program** or send any payment before the program has taken place.

PICNIC FACILITIES: Outdoor tables are available at most park locations on a first come, first served basis. We ask that the area be left as clean or even cleaner than it was found. Unless otherwise noted, there are no indoor facilities available.

TRANSPORTATION: Buses must park in designated bus parking areas, when available, and should remain with the group the entire day. Depending on your program location, there may not be a safe shelter available if the weather turns inclement and your transportation must be available in case an early departure is required.

LATE FOR A PROGRAM: Please call the Huber Woods Environmental Center at 732-872-2670 so that your program leader can be informed of your estimated arrival time. Every effort will be made to accommodate your group. However, your program will be shortened and possibly forfeited.

PROGRAM CONFIRMATION:

- Your organization will be contacted the week before your scheduled date to confirm your program.
- The group leader will also be directly contacted by a Monmouth County Park System staff member a day or two prior to the program. During this important phone conversation, the group leader will be asked to review program specifics and discuss contingency plans in the case of inclement weather.

CANCELLATIONS: Please call our environmental education program information line at 732-872-7369 as soon as you know that you cannot attend your scheduled program date and we will try to arrange a new date for you.

DRESS:

- Participants must wear suitable clothing for the weather. Please ensure all participants come prepared for general temperature fluctuations and light rain.
- Sturdy closed toed shoes are required for all programs to ensure the participant's safety.
- If desired, participants should apply sunscreen and insect repellent prior to arriving at the park.

SUPERVISION:

- There is no fee for a limited number of supervising adults to attend our educational programs. Supervising adults are required to assist with programs. You must provide at least one supervising adult for every 25 participants, with a maximum of one (1) supervising adult per every eight (8) program participants. Special accommodations can be made for teacher's aides, school nurses, or other necessary staff by calling our environmental education program information line at 732-872-7369 in advance of your program date. Additional fees may apply for additional adults attending the program without prior approval.
- Please provide the following information to all supervising adults regarding their role on the trip:
 - Monmouth County Park System Staff are not present to discipline program participants. It is the group leader's responsibility to ensure discipline.
 - Program participants must be directly supervised at all times.
 - Supervising adults are present to assist and coach students, and must refrain from completing tasks assigned directly to program participants.
 - Cell phone use is prohibited.
 - Smoking is not permitted in program or picnic areas.
 - Use of video cameras is not permitted during program.
 - For safety and limiting disruption of program, please take only candid photographs of children participating in program, unless otherwise instructed by program staff.

SPECIAL ACCOMMODATIONS: The Monmouth County Park System does not discriminate on the basis of disability in the admission or access to, or treatment in, its programs or activities. We offer inclusive services, which provide another choice for individuals with special needs or disabilities who desire the opportunity to participate alongside peers with and without disabilities in an integrated setting. In order to enhance our capability of serving our participants in an inclusive setting, we request advance notification of any special accommodations. With advance notification, our professional staff has the skills and experience to provide support or accommodations provided that the essential eligibility requirements documented for the specific program are met (with or without an accommodation). It is our intent to provide a successful and enjoyable experience for all. Please call our environmental education program information line at 732-872-7369 in advance of your program date to inform us of any special accommodations that will be needed.

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Group Leader Information: Professional Development Workshops

Length: 3 hours or 6 hours, depending on topic
Offered: Year-round
Maximum of 30 per group

Want to improve your teaching skills and knowledge base, and bring exciting new ideas into your classroom? The Monmouth County Park System offers a wide range of workshops to give educators of all grade levels the tools that ensure student achievement in science or social studies. Training from our expert staff will show educators how to transform lessons about the natural world into a fun and enlightening experiences. Some of the exciting workshops offered include Project Wild Aquatic, Project WET (Water Education for Teachers), and WOW (Wonders of Wetlands). Additional workshop topics are available upon request.

- Portions of this program may be conducted outdoors. Participants should dress in layers appropriate to the weather and be prepared for light rain.
- Workshops include break periods and 30 minutes will be allotted for lunch during the 6 hour workshop.
- Participants should bring drinking water. Participants attending a 6 hour workshop should bring a non-perishable lunch.
- Participants need to bring their own paper and pens or pencils to take notes.
- Participants will not be permitted to use cell phones during the workshop.

