



# Monmouth County Park System



## Environmental Education Programs for Groups

### FREQUENTLY ASKED QUESTIONS

#### How do I sign up for a program?

To book programs at Manasquan Reservoir, please call 732-751-9453. For programs at all other locations, please call 732-872-7369. You must speak directly with a program reservation specialist. Reservations are not accepted via voicemail or email.



#### How do I pay for our program?

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.

#### How will my program be confirmed?

You will receive a program receipt in the mail approximately 1-2 weeks after making your reservation. Your organization will then be contacted the week before your scheduled date to confirm your program. A program reservation specialist will call the day before the program to address any last minute questions. 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.

#### What should I know when contacting 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.



#### Where can my group eat lunch or have a snack?



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.

For shorter programs, please allow for additional time after the program has been completed if your group plans to use our outdoor tables to have a snack or lunch at the park.

### **How many chaperones can we bring?**

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 (we require two supervising adults for every scout adventure program), with a maximum of one supervising adult per every eight program participants. Please inquire when making your reservation about special accommodations that can be made for teacher's aides, school nurses, or other necessary staff. Additional fees may apply for additional adults attending a 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 administer 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 programs.
- For safety and limiting disruption of program, please take only candid photographs of children participating in program, unless otherwise instructed by program staff.

### **How many passengers are allowed on the Manasquan Reservoir tour boat?**

No more than 28 people can be accommodated on the boat per ride. This number includes supervising adults. There can be no exceptions.



### **What about inclement weather?**

For most programs, you can participate in your scheduled activities in the rain. In some situations, indoor activities can be substituted on rainy days. Contact the program reservation specialist for more information. Exclusively outdoor programs, such as nature walks and seining programs, are subject to cancellation due to severe weather (thunder, lightening, strong winds). In addition, the Monmouth County Park System may cancel programs under certain conditions:



- Boat tours may be cancelled when the Reservoir falls below a certain water level.
- My First Fish programs may be cancelled if the temperature is above 95°F.

### **What do I do if I have to cancel our program?**

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

Manasquan Reservoir Programs: 732-751-9453; All Other Programs: 732-872-7369

### **Who do I call if we are going to be late for our program?**

For Manasquan Reservoir programs, please call the Environmental Center at 732-751-9453.

For all other programs, please call the Huber Woods Environmental Center at 732-872-2670.

Every effort will be made to accommodate your group. However, your program will be shortened and possibly forfeited.

### **Are special accommodations available?**

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 in advance of your program date to inform us of any special accommodations that will be needed.

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