



TEANECK CREEK CONSERVANCY

Teaneck Creek Conservancy's School & Group Program Policies and Procedures

**Please Note Teaneck Creek Conservancy is a rustic county park.
We have no covered facilities in the event of rain and no on site bathroom facilities.
Please plan accordingly.**

Preparation for School and Summer Group Visits

- Notify us in advance of any special needs or considerations for your group.
- For all visits to the school, one parking space must be provided near the entrance of your location (if no parking is available at your site then a fee will be added to cover any associated garage fees).
- Separate students into groups prior to arrival.
 - Pre-school & Kindergarten students into groups of 25 max (or one class)
 - 1st-12th grade students into groups of 30 max (or one class)
- Programs require one teacher per class and one adult chaperone per five students. Additional parents may not attend without prior permission from Teaneck Creek Conservancy staff.
- Advance notice of additional students and adults is required. TCC reserves the right to limit the number of non-registered participants on the trail to the number originally registered on the confirmation form.
- Programs are held drizzle or shine. If outdoor conditions are unsuitable or dangerous, a rain date can be scheduled
- Program Attire:
 - Field Trip programs vary seasonally and are outdoors; please encourage your students to dress for the weather.
 - For Field Trips all students should wear sturdy, closed-toed shoes or boots and rain gear when applicable (no umbrellas please).
 - For Field Trips please apply insect repellent at home before you arrive at the park. We suggest that you apply to clothing rather than skin. We ask that you don't spray insect repellent in our parking lot or on our grounds!
 - Please have masks on hand so students can remain safe at all times, especially when COVID risk is elevated.



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Arrival and Departure

- Visit our Contact & Directions page to find us. Be sure you note which entrance your program will be taking place at prior to arrival.
- Field Trip groups can expect to be greeted as they arrive in the parking lot by a TCC staff member.
- The Puffin Way parking lot is a shared parking space. If space is available you will be asked to near the dumpsters at the entrance of the lot.
- If you arrive early you are welcome to walk on the trails before your scheduled program.
- Programs begin and end at the time listed on the confirmation sheet. Program time will not be altered due to lateness. Please contact us if delayed while en route.
- Schedule transportation accordingly, and allow time for traffic, loading and unloading.

Guided Programs

- Lessons begin and end at the time listed on the confirmation sheet. Program time will not be altered due to lateness. Please contact us if delayed while en route.
- For all scheduled programs, TCC will have one TCC staff or affiliate assigned to lead each group (max, 25-30 students depending on age).
- Please make sure all cell phones are set to vibrate.
- Attending teachers and chaperones are required to stay and be a part of the group program. They will be asked to assist when necessary to provide an enjoyable experience for all involved.
- Child discipline is the responsibility of attendant adults, not the staff of TCC.

Groups are Expected to

- Notify us in advance regarding any special needs or considerations for your group.
- Arrive on time and if delayed please contact us.
- Have no additional participants or adults than what was agreed upon ahead of time and scheduled for.
- Behave and group leaders are responsible for maintaining discipline.
- Treat our park and equipment respectfully.
- Cancel with a minimum of 48 hours notice if you need to do so.



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Field Trip Picnic Area at TCC (limited)

- TCC has two rustic picnic/seating areas available. If you would like to make use of one of these, please let us know ahead of time and we will add that at no extra charge.
 - **Blue Trail Picnic Area:** We have 2-3 tables with some additional chairs. This is a 15 minute walk from the Puffin Way and Fycke Lane entrances. Garbage from groups must be carried out. **(Blue trail is currently closed)**
 - Puffin Way seating: The parking lot at Puffin Way is lined with seats. This is immediately accessible from the Puffin Way lot and a 20-25 minute walk from the Fycke Lane entrance. Please note this is directly alongside an active parking lot.
 - TCC does not supply any food or refrigeration.
 - Please no drink boxes (clear straw wrappers can be harmful to our wildlife).
 - Teaneck Creek Conservancy practices the principles of Leave No Trace. For more information on these principles, please visit the [Leave No Trace Center for Outdoor Ethics page \(external link\)](#).
 - Lunch/snack trash removal is your responsibility. Please bring a trash bag for your garbage and take it with you when you leave.
 - For the health of our wildlife, please do not place any food, plates, cups, etc. in the trash cans outside.

Program and Payment Policies

- A non-refundable program deposit of \$50 is required for each date you are scheduled for, and must be received within one month after receiving confirmation of the program date.
- Programs scheduled with less than two weeks notice will require a non-refundable deposit of \$50 three days prior to the program.
- Additional parents may not attend without prior permission from TCC.
- Payment can be made by your group representative via check, cash, or credit card (purchase order, or money orders may be accepted by letting TCC staff know of your payment choice ahead of time).
- It is the duty of the group representative to collect and pay the entire fee (TCC will not accept individual payments from the participants).



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Accessibility at TCC

- Many of the programs Teaneck Creek Conservancy offers can be altered to accommodate participants with special needs. We ask that you disclose pertinent information with a minimum of two weeks notice, but ideally during scheduling, about any participants that have any special needs (particular educational requirements resulting from learning difficulties, physical disability, or emotional and behavioral difficulties). This information enables us to make the necessary accommodations needed to meet the needs of your group.
- Teaneck Creek Conservancy has just undergone a 2-year habitat restoration project. While many of our trails in the work area have been recently restored, trails in other sections still need serving and are less accessible. Be sure to consult with us about your group's needs.

Reschedule, Cancellation & Refund Information

- Field Trip programs are taught entirely outdoors and are held drizzle or shine. However, in the event of heavy rain or dangerous temperatures, a rain date may be provided.
- If you must reschedule or cancel any Field Trip, a \$50 processing fee will be applied. Cancel with a minimum of 48 hours notice if you need to do so.
- If your Field Trip, must be canceled, refunds are based on how far in advance cancellation is from the scheduled date for the program.
 - Cancellation Timeline Refund Amount
 - More than 30 days' notice - 100% returned
 - 11 to 30 days' notice - 50% returned
 - Less than 11 days' notice - NO REFUND
- We reserve the right to terminate your event for non-compliance with these regulations and prohibit plans that may interfere with operations, cause harm to animals, or other reasons at the discretion of the Executive Director.
- Field Trips: A minimum charge of \$50 will be added and an invoice generated on the group's Teaneck Creek Conservancy account in the event of damage to a property or if garbage is left behind. Teaneck Creek Conservancy will notify the group contact by phone if an invoice is created.
- We reserve the right to cancel a scheduled activity if actual group size and age levels differ substantially from the reservation without notification. The above cancellation/ refund policy applies.