

## Education Field Programs Frequently Asked Questions

### Scheduling a program

- **Can I book now for next season/year?**

*We begin accepting applications for each season when the new application is posted on our website: [www.cbf.org/programs](http://www.cbf.org/programs) . For our Day Programs, we post the applications in October for the spring season and in April for the fall season. The deadline for these applications is typically the second Friday in November for spring season and the third Friday in May for fall. For our Residential Programs, the deadline for BOTH the fall and spring seasons is the third Friday in May for the following school year.*

- **I have come out with my group for the last ten years. Am I guaranteed a spot each year?**

*Although we strive to accommodate groups who use our programs as part of their curriculum and want to come out each year, we are unable to guarantee any group a field experience due to high demand and limited resources.*

- **Can you accommodate large groups at one location?**

*The largest group we can accommodate at one location is a group of 60 (max) participants at our Philip Merrill Center (for grades 7 and up). For groups larger than this, you could request several of our day programs simultaneously. You could also try the following organizations that run Environmental Education programs:*

*Annapolis Maritime Museum at [www.amaritime.org/education](http://www.amaritime.org/education)*

*Echo Hill Outdoor School at [www.ehos.org](http://www.ehos.org)*

*North Bay at [www.northbayadventure.com](http://www.northbayadventure.com)*

*Smithsonian Environmental Research Center at [www.serc.si.edu](http://www.serc.si.edu)*

*Shavers Creek in PA [www.shaverscreek.org](http://www.shaverscreek.org)*

*Maymont Park VA [www.maymont.org](http://www.maymont.org)*

- **Do you have field experiences on weekends?**

*Yes, depending on demand and resources, we can accommodate both weekday and weekend requests. Our residential programs rotate approximately every three days, so that some are weekday and some are weekend experiences.*

- **We can't arrive until 9:30am and have to leave at 1:30pm due to our bus schedule, will this work?**

*Yes, although we typically run one-day field experiences between the hours of 9am and 4pm, the program manager can customize your day to meet your school's schedule. This will be done through the pre-program phone call from the program manager – the scheduling office does not determine times.*

- **How many chaperones do you require?**

*We require at least one chaperone per group, though it is most manageable with two or more. Our goal is to provide each participant with a meaningful field experience. We depend upon the professional judgment of the classroom educator to determine the number of chaperones needed for her/his group. Please keep in mind that the total maximum number of participants we allow includes **BOTH** students and chaperones.*

- **Can we book a stream survey or canoe program on the local stream behind our school?**

*This is not something we have the resources to accommodate at this time.*

- **Can you give me a list of locations to choose from?**

*The locations for our programs can be found on our website: [www.cbf.org/programs](http://www.cbf.org/programs) . Choose the program that you are interested in and further information can be found on each program's page.*

- **Do you have programs for scout groups? Youth groups?**

*Yes, we offer our programs to many different types of groups. Your experience can be tailored to support your goals – this planning will be done through the pre-program phone call from the program manager. Please be aware that priority is given to school groups.*

- **Can I schedule a program for my family and friends?**

*CBF offers membership experiences to family groups. These experiences provide time on and around the water. Please see [www.cbf.org](http://www.cbf.org) for more details and dates/fees.*

## **Logistics and Safety information**

- **Do we bring our lunch? Where do we eat?**

*You bring your own lunch and a refillable water bottle. If you are on one of our boat programs, you will eat on the boat. Some programs, the Arthur Sherwood Center and the Philip Merrill Center programs in particular, eat lunch at picnic tables/benches on site. All programs eat outside - which brings us to our next question:*

- **Are we outside all day?**

*Yes, for most of our day programs, your group will be outside for the entire day, with the exception of the Philip Merrill Center program, where, for about an hour of the day, you will be exploring our green building inside and out. For our residential programs, your group will be outside for the majority of the time.*

- **What activities do you offer? Do I get to pick which ones?**

*The activities vary by the type of program, boat, canoe, land, etc... and all are designed to build on what you are teaching in the classroom. You can customize the itinerary of the day when you speak with the field educators during the pre-program phone call.*

- **Should I bring a change of clothes? Are there changing rooms?**

*Yes. You should arrive dressed in comfortable layers that you can get wet and muddy, and shed and put on as needed throughout the day. A set of dry clothes for the ride home is suggested. The Philip Merrill Center is the only one-day program with changing rooms. At other sites most groups take turns changing on the bus for the ride home. For the residential programs, you will be sent a list of what to bring.*

- **What happens in the case of bad weather?**

*CBF field programs will cancel in the case of severe weather (extreme heat/cold, lightning, or high winds). CBF program staff will contact teachers or group leaders in case of a cancellation due to severe weather.*

- **What happens in the case of an emergency? Where is the nearest hospital?**

*Minor injuries are treated on site by our Wilderness First Responder/CPR certified field educators. More serious injuries will be referred to the nearest emergency room - staff keep contact information for the hospitals in the area. CBF educators also have a 24 hour medical service available for phone consult. If necessary to evacuate the group due to an unsafe situation, the Safety Director will be in contact with the school/group leader.*

- **What are your staff's qualifications?**

*See our website for further information: <http://www.cbf.org/join-us/education-programs/meet-our-educators>*

### **3-Day Island Residential Programs**

- **What are the accommodations like at the island centers?**  
*Dormitory-style rooms - each room sleeps two - six; meeting areas and fully-equipped kitchens; Clivus (composting) or flushing toilets. See our website for residential photos and program overviews: <http://www.cbf.org/join-us/education-programs/residential-study-programs>*
- **What happens in the case of an emergency? How do you evacuate? Where is the nearest hospital?**  
*Minor injuries are handled by the field educators who are Wilderness First Responder and CPR trained; after addressing emergency situation/s, field educators may transport the individual by boat or ambulance for transport to the nearest hospital: McCreedy Memorial Hospital, Crisfield, MD (for Fox Island, Port Isobel and Smith Island) and to Dorchester County General Hospital (Karen Noonan Center). Helicopter evacuation is available to Peninsula Regional Medical Center in Salisbury, MD*
- **Do you still get in the water and the mud in cold weather?**  
*All activities are determined by reacting to the weather, wind and tides. Educators will make decisions based on safety of the participants.*
- **Are there showers?**  
*Residential centers have outdoor showers at the dock which can be used on warmer days.*
- **Do you bring your own food?**  
*Yes, your group will bring and prepare your own food for your group and the educators. When the field educators contact you prior to your field experience, they can suggest a menu plan, if needed. Sample menus and grocery purchase quantity suggestions available upon request.*

### **Billing**

- **When is payment due?**  
*30 days before your program date for one-day programs or 45 days before the first day of a residential program. Payment and contract must be received by the due date in order to guarantee your scheduled date.*
- **Do you accept credit cards?**  
*Yes- MasterCard, VISA and American Express*
- **Do you accept purchase orders?**  
*Yes*
- **Can I bring my check with me the day of the scheduled program?**  
*No, our Field Programs are not set up to receive payments and payments must be made by the deadline on your contract. Please mail your check by the deadline to: Chesapeake Bay Foundation, attn: Education Coordinator, 6 Herndon Avenue, Annapolis, MD 21403*
- **What if I have to cancel - do I get my deposit back?**  
*Deposits are refunded if your program is cancelled due to inclement weather or if you cancel at least 30 days (day programs) or 45 days (residential programs) before your scheduled date. Otherwise, you will forfeit/owe 50% of your deposit. Eligible refunds must be requested by the group within 90 days following the scheduled field experience date(s).*
- **Can I carry a credit balance forward until next season?**  
*We can apply a credit balance to a rescheduled program in the same fiscal (school) year. If you are unable to reschedule until the next fiscal (school) year, we will issue any eligible refunds as we cannot guarantee a date on the schedule for the next season.*