



CBF STUDENT FIELD PROGRAM FREQUENTLY ASKED QUESTIONS

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REQUESTING A PROGRAM

- **How do I apply for a CBF Student Field Program?**
Review our application process and apply on our [Request a Student Field Program](#) webpage. The request form must be completed by the lead contact attending the program. Contact information for additional teachers attending must also be provided.
- **Can I book a program right now for next season/year?**
We accept one-day program requests on a seasonal basis and multi-day (overnight) program requests on a school year basis. We accept program requests on our [website](#) on the following schedule:
 - Fall one-day program requests accepted April - May
 - Spring one-day program requests accepted October - November
 - Fall & spring multi-day program requests accepted April - May
- **Our school/group has a history of attending CBF field programs, am I guaranteed a spot 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 60 total participants (includes students, teachers, and chaperones) at the Philip Merrill Center. If your group exceeds the max capacity of your desired program, you will need to either book multiple dates or multiple programs.
- **Do you offer programs on weekends?**
 - One-day programs: yes, on a limited basis and depending on staff and program availability.
 - Multi-day (overnight) programs: yes, some weekend blocks are available each season.
- **What is the start and end time of your programs?**
Exact start and end times will be discussed with your CBF educators during the pre-trip phone call/email and can be customized based on your needs and transportation. Typical hours are as follows:
 - One-day programs: between traditional school hours of 9:00 a.m. - 3:00 p.m.
 - Multi-day program:
 - Karen Noonan Center: arrive Day 1 at 12:30 p.m. and leave Day 3 by 12:30 p.m.
 - Port Isobel and Smith Island: ferries depart mainland Day 1 at 12:30 p.m. and return Day 3 to the mainland by 11:30 a.m.
- **How many chaperones do you require?**
We require at least one chaperone per group, though it is recommended to have two or more. School chaperone policy takes precedence. Program max capacity includes students, teachers, and chaperones.

- **Can a CBF educator come to our school?**
No, this is not something we have the resources to accommodate.
- **Where are your programs located?**
The locations for our programs can be found on our [Available Student Field Programs](#) webpage. Specific locations and directions can be found on each individual Student Field Program webpage.
- **Do you have programs for non-school groups (i.e., scout; youth; clubs; professional groups)?**
Yes, but priority is given to K-12 school groups requesting Monday-Friday during traditional 9:00 a.m. – 3:00 p.m. school hours.
- **What happens if my group is placed on a waitlist?**
If we are unable to fill your request, you will be placed on a waiting list and may be scheduled later in the season as cancellations occur. We send out waitlist notifications on a rolling basis throughout the season.

LOGISTICS AND SAFETY

- **Do we bring our lunch?**
Yes, you must bring your own lunch and a refillable water bottle. For multi-day food info, see [below](#).
- **Are we outside all day?**
Yes, for most of our programs your group will be outside for the entire day.
- **What activities do you offer? Do I get to pick which ones?**
Investigations vary by the type of program (boat, canoe, streamside, etc.) and are all designed to build on what you are teaching in the classroom. You can customize the itinerary of the day when you speak with your CBF educators during the pre-trip phone call/email.
- **Should I bring a change of clothes?**
Yes, you should arrive dressed in comfortable layers that you can get wet and muddy. A set of dry clothes for the ride home is suggested. For multi-day (overnight) programs, a [packing list](#) will be provided.
- **What happens in the case of bad weather?**
Student field programs operate rain or shine, as long as, it is safe to do so. In the case of dangerous/severe weather (extreme heat/cold, lightning, or high winds), CBF program staff will contact the group leader to modify or cancel the trip. See more about [cancellations](#) below.
- **What happens in the case of an emergency? Where is the nearest hospital?**
Minor injuries are treated on site by our Wilderness First Responder certified field educators. More serious injuries will be referred to the nearest emergency room; staff keep contact information for nearby hospitals. The Director of Education Operations will be in contact with the school/group leader.
- **What are your staff's qualifications?**
See the [Meet Our Educators](#) webpage for further information.

MULTI-DAY (OVERNIGHT) PROGRAMS

- **What are the accommodations like at the island centers?**
Dorm-style housing, with rooms sleeping two to eight participants; meeting areas and fully equipped kitchens; Clivus (composting) or flushing toilets. See our [Available Student Field Programs](#) webpage for details and program overviews.
- **What happens in the case of an emergency? How do you evacuate? Where is the nearest hospital?**
Minor injuries are treated on site by our Wilderness First Responder certified field educators. If necessary, the field educators may transport the injured individual(s) by boat or ambulance to the nearest hospital: McCready Memorial Hospital, Crisfield, MD (Port Isobel and Smith Island) or Dorchester County General Hospital (Karen Noonan Center). Helicopter evacuation is available to TidalHealth Peninsula Regional Hospital in Salisbury, MD.
- **Do you still get in the water and the mud in cold weather?**
All activities are dependent on the weather, wind, and tides. Educators will make decisions based on safety of the participants.
- **Are there showers?**
Multi-day (overnight) programs have outdoor showers at the dock which can be used on warmer days.
- **Is food included?**
No you must bring and prepare your own food for your group plus three CBF educators. Upon request, CBF educators can provide sample menus and suggestions for grocery purchase quantities.
- **How do we get to the island centers?**
For Port Isobel and Smith Island, a ferry will transport you to and from the island. The Karen Noonan Center can be accessed by a gravel road. [See more information](#) for ferry pick up locations and fees.

RATES & BILLING

- **What is the cost of the program?**
Fees are a flat rate for one-day and multi-day programs. View our [Student Field Program rates](#) for program specific fees.
- **When is payment due?**
30 days before your program date for one-day programs or 45 days before the first day of a multi-day (overnight) program. Payment and contract must be received by this deadline in order to guarantee your scheduled date.
- **Do you accept credit cards?**
Yes, we accept MasterCard, VISA, and American Express payments online.

- **Can I bring my check with me the day of the scheduled program?**
No, payments must be postmarked by the deadline on your contract. Please mail your check to: Chesapeake Bay Foundation, attn. EDU Scheduling Team, 6 Herndon Avenue, Annapolis, MD 21403.
- **Does the multi-day rate include the cost of food?**
No, you are responsible for providing food. See details [above](#).
- **Is the cost of the ferry included in the multi-day rate?**
For Port Isobel and Smith Island: program rates include the round-trip ferry from Crisfield, Maryland (Eastern Shore). Other ferry options include the Smith Point and Onancock ferry for an additional \$400. The Smith Point ferry (Reedville, Virginia) is available between April 15 and October 15. The Onancock, Virginia ferry is available year-round.

CANCELATIONS

- **I have to cancel my Student Field Program. What do I need to do?**
To cancel, you must email the scheduling team at FieldTrips@cbf.org or call 800-445-5572.
- **What if I have to cancel – will I be refunded?**
The one-day program cancellation deadline is 30 days prior to your scheduled date to receive a full refund. The multi-day program cancellation deadline is 45 days prior to your scheduled date. To receive a full refund. View the full [cancellation policy](#).
- **Can I carry a credit balance forward until next season?**
No, we can only carry over your credit balance if you are able to rebook within the same season as your cancelled field program. If not, we will issue any eligible refunds.
- **What if the program is cancelled due to poor weather conditions?**
In the event of unsafe weather conditions, CBF will cancel the program and will attempt to reschedule based on remaining program availability, or a refund will be issued.
 - Due to vehicle/bus accessibility to the Karen Noonan Center (KNC), the weather policy for sites accessible by boat only does not apply. If KNC is part of multiple island centers booked at the same time, the deposit for KNC is non-refundable.