



## 2019-2020 OVERNIGHT PROGRAM BOOKING POLICIES

### 1. Application Schedule

Schools are encouraged to submit applications prior to **DECEMBER 14, 2018**.

- All applications received by December 14<sup>th</sup> will be given first consideration.
- Applications received after December 14<sup>th</sup> will be assigned remaining dates on a first come first served basis.

### 2. Date Selection

Schools are asked to request their first three choices of dates on the application: [Click Here](#)

- The Education Center will make every effort to assign schools one of their requested dates but cannot guarantee schools will receive a requested date.
- Contracts will be issued in February and must be returned within two weeks to confirm the dates.

#### Curriculum offered:

- Level I curriculum Grades 4-6 or Level II curriculum Grades 7-8
- Curriculum details at [cvnpedu.org/overnight-adventures/schools-educators/teachers/curriculum](http://cvnpedu.org/overnight-adventures/schools-educators/teachers/curriculum)
- *NEW* in School Year 2019-2020-Design your schedule: To ring in the 25<sup>th</sup> year anniversary of the Cuyahoga Valley Environmental Education Center, we will be celebrating our traditional level 1 and level 2 curriculum while offering *new* tailored schedule options! This process will help us pilot our new program options, as well as transition fully into a “build-your-own” style of scheduling for the 2020-2021 school year.

### 3. Reserving Campuses

- To exclusively reserve a dormitory on the Education Center campus, schools must bring at least 25 students. Smaller groups may be accommodated using shared dormitories or additional facilities.
- School arrival times will be at 9:30am, this time can be slightly adjusted for travel time. **Departure time is 1:00pm.**
- There are 64 beds in each dormitory, with an overnight capacity of 128 people in both campuses. Because we ask for one supervisory adult for every 8 students, the maximum number of students for both campuses is 112. Larger groups may be accommodated using additional facilities.
- We reserve the right to house your group in one dormitory if your final number of participating students is 56 or fewer.
- Schools will be randomly assigned to the Lipscomb and White Pines campuses. Groups of 25 students or less may be assigned to the Stanford House.
- If a school would like to request a certain campus, it must be done in writing and attached to the application. Every effort will be made to honor the request, but no guarantee to a specific campus will be made.

*Continued on back*

## 4. Contracts

Contracts will be issued by the Conservancy for CVNP and sent as soon as possible. We request that it be signed and returned to us within two weeks. If your signed contract is not received by us within four weeks, the Education Center reserves the right to reassign your date.

### **DATES ARE FIRMLY HELD AFTER RECEIVING SIGNED CONTRACTS.**

- If cancellation is unavoidable, the Education Center must be contacted as soon as possible in writing.
- If cancellation occurs and a contract has been signed, a penalty fee of 30% of the estimated bill, as indicated on the contract, will be assessed to the school. If another group can fill the dates, this penalty fee may be waived.
- If a school closes due to weather conditions, we will negotiate the length of stay and fee. Substitute dates are not usually available.
- If cancellation occurs for reasons other than school closings within seven days of scheduled arrival, the penalty fee will increase to 50% of the estimated bill. In addition, you may be required to pay a deposit with your signed contract if you attend the Education Center in future years.

## 5. Fees

**The 2019-2020 fee for the four-day program is \$225 per student. If your contract is returned by the date specified, the fee is \$210 per student.**

**The 2019-2020 fee for the three-day program is \$175 per student. If your contract is returned by the date specified, the fee is \$160 per student.**

**The trip coordinator and one adult for every eight paid students may attend free of charge. Additional adults will be charged per meal to cover food costs.**

- Payment is due within two weeks of receipt of the final invoice, which will be sent after the conclusion of the trip.
- Schools are billed for the number of students present at arrival. If a school brings less than 90% of the estimated number of students indicated on the contract, the bill will be for 90% of that estimated number.
- If a student leaves for medical reasons, partial refunds will be made for up to 50% of the registration fee, depending on the time of departure.
- Thanks to the generosity of many donors, the Education Center is able to provide scholarships to some students. Contact us for details.