



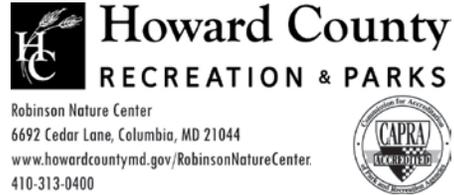
Robinson Nature Center
6692 Cedar Lane, Columbia, MD 21044
www.howardcountymd.gov/RobinsonNatureCenter
410-313-0400



*Teacher Information Packet
for Field Trips
to the
Robinson Nature Center*

Table of Contents

<i>Collection and Methods of Payment</i>	3
<i>Refund Policy</i>	3
<i>Cancellation Policy</i>	3
<i>Weather Policy</i>	3
<i>Dividing Your Students into Groups</i>	3
<i>Adult/Student ratios</i>	3
<i>Bus Arrival/Parking</i>	3
<i>Field Trip Group Roster (Optional*)</i>	4
<i>Parent/Chaperone Field Trip Letter</i>	5
<i>Driving Directions to Robinson Nature Center</i>	6



Collection and Methods of Payment

Payment for the field trip will be collected on the day of the field trip. Please bring payment with you. Field trips cannot be provided if payment is not received. To pay for your field trip, you can use cash, credit card or check. Please make all checks payable to "Director of Finance, Howard County."

Refund Policy

In some cases, Robinson Nature Center is able to issue refunds for payments if students are unable to attend due to sickness. If paying via cash or credit card, you will only be charged for the number of students and chaperones attending. If your organization cuts a check in advance of the field trip for payment, you must notify the Field Trip Coordinator on the day of your field trip if you would like to request a refund for any students that could not attend. We are able to issue refunds in excess of the cost of one student. We cannot issue refunds for the cost of one student or less. Refunds are issued in the form of a check.

Cancellation Policy

We recognize that you may wish to cancel for a variety of reasons, but our policy encourages early decisions as to not affect other schools. All cancellation requests must be submitted to the field trip coordinator in writing at least 30 days prior to the field tip. If a field trip is cancelled less than 30 days prior to the scheduled date, the cancellation will be subject to a 20% administrative fee. The fee is calculated based on the total cost of the scheduled field trip. This fee also applies to any field trip that is a "no-show" for their confirmed field trip.

Weather Policy

Field trips will be held rain or shine. Students should bring rain gear. The Nature Center has a limited number of ponchos to loan to students that are inappropriately dressed for the weather. For safety, strong winds and/or thunderstorms may require a substitution of alternative indoor activities for programs that normally use the trails.

In the case of a weather emergency, Robinson Nature Center follows the Howard County Public School System closure policy. If schools are closed, your field trip will be cancelled. Please call our front desk at 410-313-0400 from 9am – 5pm or our status line after hours at 410-313-4452. When calling our status line, select option 6 for Robinson Nature Center. We will leave a recorded message to let you know the status of the field trip. If your field trip is cancelled due to weather, we will work with you to determine if there is another date available for which you can reschedule. Please call the Field Trip Coordinator at 410-313-0410 to discuss rescheduling.

Dividing Your Students into Groups

If your field trip schedule indicates that your students will be divided for their field trip, please assign students to their groups prior to arrival at Robinson. Please review this information with students prior to arrival.

Adult/Student ratios

Required - 1 chaperone per group. **Recommended** - 1:3 for preschool and early 2 year olds; 1:5 for Grade K, 1 and 2, 1:8 for Grades 3 – 8, 1 per group for high school.

Bus Arrival/Parking

Buses will unload in the circle in front of the Nature Center. Parking is available on the circle, and in the rear of the parking lot to the right of the entrance. Upon arrival, Robinson staff will board each bus and direct field trip participants to a staging area where students will receive a brief orientation on rules and what to expect for their day. For larger groups, students will be asked to break into their field trip groups. The coordinating teacher will be asked to process field trip payment immediately following this orientation.



Howard County
RECREATION & PARKS

Robinson Nature Center
6692 Cedar Lane, Columbia, MD 21044
www.howardcountymd.gov/RobinsonNatureCenter.
410-313-0400



Field Trip Group Roster (Optional*)

**this form can be used for your planning purposes*

School or Group Name: _____

Date of Field Trip: _____

Teacher(s)/Chaperone(s) assigned:	
Student Names :	
1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

Allergies, medical conditions or special needs for this group:



Parent/Chaperone Field Trip Letter

Location of Field Trip

The Robinson Nature Center is located at 6692 Cedar Lane, Columbia, MD 21044. The Nature Center is operated by the Howard County Department of Recreation & Parks, and was made possible through the generosity and foresight of James and Anne Robinson and the James and Anne Robinson Foundation.

Robinson Nature Center is a LEED Platinum certified building that incorporates sustainable features such as porous concrete, solar panels, a green roof, rain gardens and locally-sourced materials. The center's nature trail provides views of the Middle Patuxent River and Simpsonville Mill ruins.

Exhibits

Your child's visit will include a staff-led experience and may include time for your group to explore the exhibits. Staff will provide an introduction to the exhibits, but the supervision of students in the exhibits and Discovery Room is the responsibility of teachers and chaperones.

Photographs

Your field trip group may be photographed for publicity purposes. Please notify us if you would not like your child to be photographed by calling the Robinson Nature Center Field Trip Coordinator at 410-313-0410.

What should students and chaperones wear?

Footwear: Students and chaperones will be hiking along dirt trails and must be appropriately attired. Comfortable hiking footwear such as sneakers or hiking boots is essential. Please do not wear flip-flops, open-toe sandals or heels.

Clothing: Students and chaperones should dress in weather-appropriate and comfortable clothing. A light-colored cotton t-shirt and loose cotton pants or shorts are ideal in spring and summer, while a jacket or sweatshirt is recommended in the fall and winter. Bring rain gear if there is a chance of rain.

What should students bring?

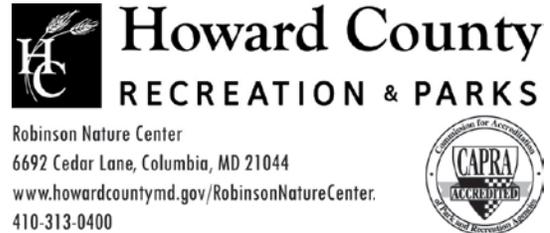
- A (reusable) bottle of water
- Rain gear (if it is raining or if there is a chance of rain)
- Extra layers of clothing (if it is cool or wet)
- Camera and/or binoculars (optional)
- If staying for lunch, we recommend bringing a waste-free lunch: <http://www.epa.gov/wastes/education/lunch.htm>

What students should NOT bring:

- Hand-held video games (Gameboy, etc.), music players of any kind
- Cell phones are required to be on vibrate or off during their visit

Planning a Family Visit to Robinson?

Robinson Nature Center provides many exciting activities for families including public programs, birthday parties, special events and volunteer opportunities. Robinson is open Wed. – Sat. from 9AM to 5PM and Sun. from Noon – 5PM. For more information, please visit www.howardcountymd.gov/Robinsonnaturecenter.



Driving Directions to Robinson Nature Center

The Robinson Nature Center is located at 6692 Cedar Lane in Columbia, Maryland. To get to the nature center, follow the directions below.

From Baltimore and points North:

- Take I-95 South
- Take exit 38B Route 32 West
- Take exit 17 Cedar Lane
- Turn Right on Cedar Lane
- Park entrance will be on your left (just past Grace Drive)

From DC and points South:

- Take I-95 North
- Take exit 38B Route 32 West
- Take exit 17 Cedar Lane
- Turn Right on Cedar Lane
- Park entrance will be on your left (just past Grace Drive)

From Annapolis:

- Take I-97 North
- Take Route 32 West
- Take exit 17 Cedar Lane
- Turn Right on Cedar Lane
- Park entrance will be on your left (just past Grace Drive)

From Montgomery County:

- Take Randolph Road to Route 29 North or I-695 to I-95 North
- Take Route 32 West
- Take exit 17 Cedar Lane
- Turn Right on Cedar Lane
- Park entrance will be on your left (just past Grace Drive)

From Carroll County and points West:

- Take I-70 East
- Take Route 32 South
- Take exit 17 Cedar Lane
- Turn Left on Cedar Lane
- Park entrance will be on your left (just past Grace Drive)

Trail Map



	Bridge
	Parkland Boundary
	Lookout Loop Trail - .20 mi
	Mill Ruins Trail - (paved) .06 mi
	Oak Overlook Trail - .04 mi
	Sidewalks
	Streams
	Sycamore Stroll Trail - .50 mi
	Wildflower Way Trail (paved)- .11 mi
	Bench
	Kiosk
	Parking

Scale: 1" = 175'