



LAURITZEN  
GARDENS

100 Bancroft Street  
Omaha, NE 68108  
[www.lauritzengardens.org](http://www.lauritzengardens.org)

## 2019 School and Youth Tour Informational Packet

The subsidized admission rates and bus reimbursement are made possible thanks to generous donors, and are available until funds are depleted.

### STUDENT/YOUTH ADMISSION

- Discovery tours
  - Pre-k through 12<sup>th</sup> grade - \$0 per child (\$5 value)
- Conservatory guided tours with activity
  - K through 12<sup>th</sup> grade - \$0 per child (\$7 value)
- Conservatory-Garden guided tours
  - K through 12<sup>th</sup> grade - \$0 per child (\$6 value)
- Garden guided tours
  - K through 12<sup>th</sup> grade - \$0 per child (\$6 value)
- Green studies tours
  - High school through post-secondary - \$0 per student

Please note, due to increased popularity, guided tour availability will fill quickly. If the group would prefer a guided tour, it is recommended that the group be willing to switch to a discovery tour as a backup option. Please see the great discovery tour resources available at the bottom of the school tour webpage.

### ADULT ADMISSION

- One teacher or adult chaperone per group of 10 children is recommended and is admitted free of charge.
- Complimentary admission for the bus driver.
- Additional adults will be charged \$10 each.

### BUS REIMBURSEMENT

Once a tour is confirmed, bus reimbursement directions will be included within a confirmation email. Bus reimbursement is available for Omaha Council Bluffs Metro-area schools on a first-come, first-served basis for students in Kindergarten through 12<sup>th</sup> grade. It is the responsibility of the school to ensure that they meet all bus reimbursement requirements. Requirements are listed on the last page of this packet.

### HOURS

- Open daily 9am to 5pm except Thanksgiving, Christmas, and New Year's Day.
- Open until 8pm on Mondays and Tuesdays from mid-May to mid-September.
- Tours are available year round unless noted otherwise.

## **GENERAL TOUR INFORMATION**

- Tours may only be requested to start on the top or bottom an hour (ex: 9:30am, 10am, 10:30am, 11am, etc.)
- Tours are scheduled to last 1.5 hours.
- Tours are designed to meet the educational standards of the children in attendance.
- Tours must be booked two or more weeks in advance of the desired tour date.
- The garden will attempt to keep children of the same class within the same tour group, however, please be prepared to divide classes if needed.
- Shorter tours and or tours with a special educational focus (such as a special exhibit) may be arranged upon request.

## **SPECIAL TOUR DATES:**

### **DINO DISCOVERY DAYS – March 25, 2019/April 8 & 22, 2019/May 6, 2019**

Discovery Days offer a special perk to those who visit via our Discovery Tour format. When booking with us for a Discovery Day you'll tour the outside gardens as a normal Discovery Tour. In addition you'll have the chance to walk through our conservatory Dinosaur UpROAR Exhibit upon arrival. Normally indoor areas are not part of the Discovery Tour format but for these days only we make it available with the help of outside staff and volunteers.

### **ARBOR DAY FESTIVAL FOR THE SCHOOLS ON APRIL 24<sup>th</sup> and 25<sup>th</sup>, 2019**

Celebrate the importance of trees, as well as other environmental conservation messages, as groups participate in self-guided tours to interactive stations staffed by conservation minded organizations. Organizations that have participated in the past include: Benson Plant Rescue, City Sprouts, Keep Omaha Beautiful, Nebraska Extension, Nebraska Game & Parks Commission, Nebraska Sustainable Agriculture Society, Omaha's Henry Doorly Zoo & Aquarium and USDA APHIS PPQ. The festival runs from 9:30am to 2:30pm and is geared towards K-5th grade.

This festival is for discovery tours only:

A map of exhibitors will be provided to each group upon arrival. Additional tour resources are available at [www.lauritzengardens.org](http://www.lauritzengardens.org). Discovery tours are not allowed to tour indoor facilities, but may use the restrooms in the visitor and education center.

Tour Times:

Tour times are made available at 9:30am, 10am, 10:30am, 11am, 11:30am, 12pm and 1pm. No other tour times may be scheduled during the event.

Minimum and maximum numbers of participants:

- A minimum of 10 children is required.
- Lauritzen Gardens will work to accommodate groups of up to 250 (students and adults).
- The number of students for this event is limited.

### **GOLDENROD FESTIVAL – CELEBRATING NATIVE PLANTS AND ANIMALS ON DATE October 3, 2019**

Enjoy engaging stations run by multiple organizations with environmental messages that will teach students about native plants and animals in the unique setting that is Lauritzen Gardens. The following organizations are just a few of those that are expected to attend: Keep Omaha Beautiful, Lewis and Clark National Historic Trail, Omaha's Henry Doorly Zoo & Aquarium and USDA - APHIS – PPQ. The festival runs from 9:30am to 2:30pm and is geared towards K-5th grade.

This festival is for discovery tours only:

A map of exhibitors will be provided to each group upon arrival. Additional tour resources are available at [www.lauritzengardens.org](http://www.lauritzengardens.org). Discovery tours are not allowed to tour indoor facilities, but may use the restrooms in the visitor and education center.

#### Tour Times:

Tour times are made available at 9:30am, 10am, 10:30am, 11am, 11:30am, 12pm and 1pm. No other tour times may be scheduled during the event.

#### Minimum and maximum numbers of participants:

- A minimum of 10 children is required.
- Lauritzen Gardens will work to accommodate groups of up to 250 (students and adults).
- The number of students for this event is limited.

### **TOUR FORMATS:**

#### **DISCOVERY TOURS – AVAILABLE YEAR-ROUND**

Download and print pre-designed tour packets with fun activities designed to meet grade specific learning standards as you lead your students through the garden. The packets also include a suggested tour route, map and information for the group's leader about each garden. You may also select this tour if you would like to skip the packets and design your own tour. Available year-round, the incredible outdoor gardens provide an excellent opportunity for meeting educational standards in a beautiful natural environment. Tour resources are available at [www.lauritzengardens.org](http://www.lauritzengardens.org). Discovery tours are not allowed to tour indoor facilities, and may not access the Woodland trail, but may use the restrooms in the visitor and education center and conservatory and may use the visitor and education center to enter and exit the gardens.

#### Minimum and maximum numbers of participants:

- A minimum of 10 children is required.
- Lauritzen Gardens will work to accommodate a group of any size. However, some groups may require an altered tour format to provide the best possible educational experience.

#### **CONSERVATORY GUIDED TOUR WITH ACTIVITY – AVAILABLE NOVEMBER THROUGH MARCH**

This option includes a guided tour of the temperate and tropical houses in the Conservatory, guided tour of the current exhibit or of an outdoor garden and a hands-on activity. If this tour type is requested outside of the available time frame, Lauritzen Gardens will automatically select another type of guided tour. This type of tour is not available for green studies tour groups.\*

#### Minimum and maximum numbers of participants:

- A minimum of 15 children must be within a grade range of comparable learning levels.
- These tours can accommodate groups of up to three classes or 60 people (students/children and adults combined), depending on which variable is the limiting factor.
- Only adults booked as a part of the tour may participate in the tour.

#### **CONSERVATORY-GARDEN GUIDED TOUR – AVAILABLE JUNE THROUGH AUGUST**

This option includes a guided tour of the temperate and tropical houses in the Conservatory and outdoor garden areas of seasonal interest. If available, the tour may also include visiting the current exhibit.\*

#### Minimum and maximum numbers of participants:

- A minimum of 15 children must be within a grade range of comparable learning levels.
- Lauritzen Gardens will work to accommodate a group of any size. However, some groups (typically around 150 or more children) may require an altered tour format to provide the best possible educational experience.
- Only adults booked as a part of the tour may participate in the tour.

## GARDEN GUIDED TOURS – AVAILABLE JUNE THROUGH AUGUST

These tours highlight outdoor garden areas of seasonal interest. Trained guides will lead educators and children on a tour through a variety of ecosystems, incredible gardens and natural landscapes.\*

Minimum and maximum numbers of participants:

- A minimum of 15 children must be within a grade range of comparable learning levels.
- Lauritzen Gardens will work to accommodate a group of any size. However, some groups (typically around 150 or more children) may require an altered tour format to provide the best possible educational experience.
- Only adults booked as a part of the tour may participate in the tour.

## GREEN STUDIES TOURS – AVAILABLE YEAR-ROUND

If the focus of your collegiate or high school course is botany, horticulture, landscape studies, entomology or another course related plant science (broad subjects such as biology will not apply), then the green studies guided and discovery (self-guided) tour options are a great resource. Admission for students and participating teachers/teacher aides/chaperones is free. Green studies discovery tours will not have the pre-designed tour packets available that can be downloaded with other discovery tours.\*

Minimum and maximum numbers of participants:

- Guided tours require a minimum of 15 students.
- Discovery (self-guided) tours require a minimum of 10 students.
- Maximum numbers depend on the nature of the activities requested for tour.

\*Tours may visit advertised exhibits and/or conservatory depending on availability upon scheduling.

## REQUESTING A TOUR

### SETTING UP A TOUR (EXCLUDING GREEN STUDIES TOURS)

[Click here to submit a tour request.](#)

### SETTING UP A GREEN STUDIES TOUR

[Click here to submit a tour request.](#)

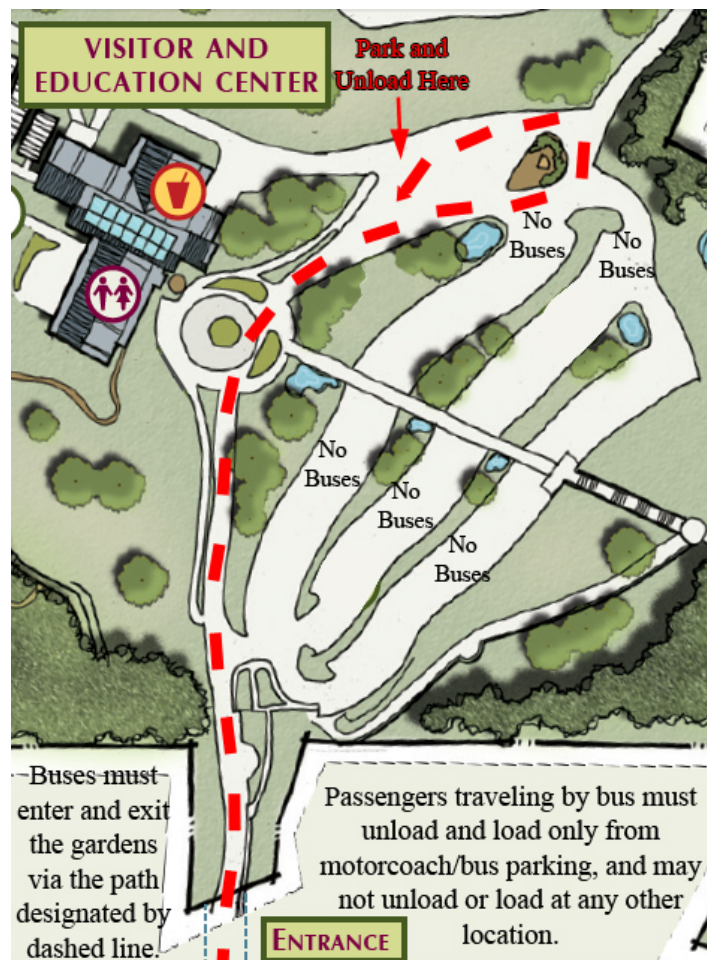
Please note that a tour is not reserved until receive a confirmation form via email. If you not received a confirmation form via email within three business days of submitting your request, call (402) 346-4002, ext. 0.

Once your request is processed, you will receive a confirmation packet via email.

## ADDITIONAL DETAILS

### PARKING AND UNLOADING

- Bus parking is available on the east of the parking lot (see map)
- Parking is free.
- Due to safety regulations, passengers must be unloaded in bus parking area and may not unload in the circle drive in front of the Visitor and Education Center.



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- Walking distance from the bus parking area to the entrance of the Visitor and Education Center is roughly 300 feet.
- See the “What to Expect when You Arrive” section for further details.
- Groups booking tours during certain events may receive different instructions with their confirmation email.

### **WHAT TO EXPECT WHEN YOU ARRIVE**

When you arrive, please park and prepare to unload in the proper area(s). If you are arriving on a bus/motorcoach, please wait for instructions from a garden staff member or volunteer before unloading. For both guided and discovery tours, a staff member of Lauritzen Gardens will greet your group. Your allotted tour time includes arrival, departure and any necessary restroom breaks. Please note that the only restrooms available year-round are in the Visitor and Education Center. Seasonal restrooms further out in the garden may not be open. If your group is participating in a guided tour, the staff member and your garden guide(s) will help divide your group into smaller guided groups. Please note, that during the spring, summer and fall, morning tours may encounter lawn care workers that could be leaf blowing, trimming, mowing, etc. throughout the garden. We apologize for any inconvenience that is caused by this regular maintenance as we work to keep the garden beautiful.

### **APPROPRIATE DRESS ATTIRE**

Programs that include an outside component will not be altered unless otherwise arranged. Indoor activities are not available unless they are arranged with the gardens ahead of time. Please ask your children to dress appropriately for the weather. Due to the amount of walking required, tennis shoes are recommended.

### **ETIQUETTE**

For the enjoyment of others and the protection of the garden, we thank you for following these simple guidelines:

- Stay with your group at all times. We ask that accompanying adults do their part to ensure a safe and enjoyable trip for all participants.
- Groups may not congregate near entrances or exits to buildings as that blocks the path of other visitors
- Respect each other as well as other visitors. No pushing, shoving or abuse of any kind will be permitted (including verbal abuse).
- View and smell flowers, fruits, leaves and seeds, but please leave them for others to enjoy.
- Lauritzen Gardens does not allow jogging, running, bicycles, sleds, skateboards, scooters, and roller blades or activities such as Frisbees or kites.
- Let nature’s music prevail. Please avoid loud voices and noises.
- For your safety, kindly stay on the paths and sidewalks and out of water features.

### **TEACHER AND CHAPERONE GUIDELINES**

- Chaperones must remain with their assigned group throughout the visit and help with supervision.
- Please refrain from cell phone conversations during programs. Programs may require brisk walking.
- Strollers are not permitted on a tour. Special needs guests are exempt.
- For guided tours, please note that some groups (typically around 150 or more children) may require an altered guided tour format so that the gardens can provide the best possible educational experience. If the format of the tour is altered, you will be notified upon arrival.
- If attending a guided tour, please be aware that you may be asked to divide your classroom/group. The ratio of children per guide may vary depending on the type of guided tour.

### **ACCESS TO INDOOR FACILITIES**

Groups may use the restrooms in the visitor and education center and the conservatory and may enter and exit the garden via the visitor and education center, but cannot tour or stay in the visitor and education center or conservatory and they cannot access the woodland trail unless they are scheduled for the appropriate type of guided tour (excludes collegiate level groups). Collegiate level groups may visit



indoor facilities on both guided and discovery tours. Please include any restroom breaks within the allotted tour time. When using the restroom, it is recommended that students sit in the west hallway (by the classrooms) while waiting for and following their turn.

### LUNCH AT THE GARDEN

Kenefick Park is the only area available for school/youth group tours to eat lunch and can be made available upon request. No indoor space available for lunch groups, please plan accordingly. Tour groups must eat/sit on the level next to the trains, and may not eat/sit the flag poles so as to avoid the path of the gardens' tram. Kenefick Park is an outside area that is located to the south and east from the lot and up the stairs. Outside food is not allowed on garden grounds including the café, and may not be purchased from the café. If you to have your lunches stored in the Visitor and Education Center, please make sure that your are stored in a cooler/basket for easy transportation.



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### TRAM RIDES ARE NOT AVAILABLE FOR SCHOOL/YOUTH GROUPS

The tram is not available to school/youth group tours.

### SAFETY

Teachers and chaperones are responsible for the safety of their children. Teachers and chaperones must remain with their assigned group throughout the visit. Be especially attentive during arrival and departure when children are loading and unloading.

### INCLEMENT WEATHER AND TRANSPORTATION

Nearly all tours are either entirely outdoors or contain an outdoor component. Indoor space is not available for groups to utilize as a replacement for an outdoor tour or outdoor component of a tour. Transportation should be arranged in a manner that allows for tour attendees to be transported off-grounds should weather cause the tour format to be altered.

### CLICK FOR GREAT RESOURCES FOR TOURS

- [Discovery tour resources \(scroll to the bottom of the page\).](#)
- [Map of the gardens.](#)
- [Brief video tour of the gardens.](#)
- [Upcoming shows and events at Lauritzen Gardens.](#)

### PHOTOGRAPHY CONSENT

Unless Lauritzen Gardens is notified in writing in advance about particular children or their parents (or guardian) not consenting to the children being photographed, registration serves as consent that children may be photographed and that such photos may be used in garden publications and promotional materials.

## **TOUR CANCELLATION AND RESCHEDULING POLICY**

Tours will be cancelled in severe or inclement weather; such as lightning, hail, tornados or blizzards. In the event that your tour is cancelled due to weather, you will receive a full refund for admission charges. If bus reimbursement is available, you will not be reimbursed for busing costs for tours that do not arrive at the garden. If you need to cancel your tour, please call 402-346-4002 ext. 0 and ask to speak with the Education Department. Please do not consider your tour canceled until you have received written (electronic or paper) confirmation from the Education Department that the cancellation has been completed.

If your tour needs to be rescheduled or important information regarding your tour (such as type of tour, lunches, etc.) needs to be altered, acceptance by the gardens of the request(s) may only be considered official once you have received a new and updated confirmation receipt stating the rescheduled information. Verbal or written/typed conversation does not guarantee that the request(s) has been completed. If your tour needs to be canceled, please do not consider your tour canceled until you have received written (electronic or paper) confirmation from the Education Department that the cancellation has been completed.

**To cancel or reschedule your tour, please call (402) 346-4002, ext. 0.**

## **PAYMENT AND REFUND POLICY**

- Payment may be made upon arrival or in advance
- Organizations that require billing must make arrangements with Lauritzen Gardens in advance of the tour
- Payment must be made in one sum for all visitors (children and adults) involved in the tour and all related activities (check, credit, or cash is accepted)
- If the attendance for your group falls below the minimum level required for your tour type, guided or discovery, the gardens reserves the right to alter or cancel your tour
- Fluctuation in the number of kids that attend your tour as a part of your group, may effect the number of chaperones that can be admitted at no charge
- No refunds are given once payment has been submitted

Payment by check should be addressed to:

Lauritzen Gardens  
c/o: School/Youth Tours  
100 Bancroft Street  
Omaha, NE 68108

## **LAURITZEN GARDENS EMERGENCY CONTACT NUMBERS**

### **If injury is not life-threatening**

- Seek the assistance of the nearest Lauritzen Gardens staff member
- If no staff member is close at hand, call the Lauritzen Gardens main number to request assistance
  - Call 402-346-4002
  - Press the number "0" for operator when you get the recording
  - Tell the operator where you are in the garden
  - Describe the emergency
  - This step will help gardens staff to prepare for the emergency personnel

### **If injury is life-threatening**

- Call 911
- Inform the 911 operator that you are at Lauritzen Gardens, 100 Bancroft Street
- Inform the Lauritzen Gardens main number that you have called 911
  - Call 402-346-4002
  - Press the number "0" for operator when you get the recording
  - This step will help gardens staff to prepare for the emergency personnel

## **FINDING LAURITZEN GARDENS**

### **From Interstate 80:**

From Interstate 80, take the 13th Street exit north to Bancroft Street. Turn right (east) onto Bancroft and continue eastbound through a residential area until you reach the visitor and education center at Lauritzen Gardens.

### **From Downtown Omaha:**

From the Greater Omaha Convention and Visitors Bureau visitor center at 10<sup>th</sup> and Farnam Street in the Old Market, follow 10<sup>th</sup> Street south to Bancroft Street. Turn left (east) onto Bancroft and continue eastbound through a residential area until you reach the Visitor and Education Center at Lauritzen Gardens.

**FOR FURTHER ASSISTANCE PLEASE EMAIL OR CALL (402) 346-4002, ext. 0**

## **LAURITZEN GARDENS SCHOOL TOUR BUS REIMBURSEMENT GUIDELINES THROUGH 2018**

The decreased admission prices, bus reimbursement funding and incredible educational opportunities are made possible by generous donors that have pledged their support.

Please review following conditions and instructions for bus reimbursement.

### **Conditions:**

- Participating school must be located in the Omaha-Council Bluffs Metro Area
  - Metro Area as defined by Lauritzen Gardens
- All participating children must be between kindergarten and 12<sup>th</sup> grade
- It is the responsibility of the school to ensure that they are within the metro area boundaries as defined by Lauritzen Gardens
- Tour must have been booked at least two weeks in advance of the desired tour date
- Bus reimbursement may not be used in conjunction with transportation to other locations, and is only valid for the costs associated with transporting children directly to Lauritzen Gardens from the school and from Lauritzen Gardens directly to the school
- Bus reimbursement is available through July 2018, while funds last
- **Reimbursement requests that are submitted more than 60 days past the date of the tour are not eligible for reimbursement**
- Bus company may not directly bill Lauritzen Gardens, reimbursement paperwork must be sent from the school
- Reimbursement checks will be distributed only after the school group has completed its tour
- Reimbursement check will be made out to the school, and then mailed to the school after the reimbursement form and invoice have been submitted

### **How to apply for busing reimbursement:**

- All fields of the reimbursement form must be completed (a reimbursement for will be provided upon tour confirmation)
- Form must be submitted with the bus invoice (not separately) within 60 days following the tour
- Depending on grant availability, a check will be mailed to the school at the address indicated on the form
- Mail the form at the conclusion of your tour to:
  - Attn: Education Department, School Tour Bus Reimbursement - Lauritzen Gardens - 100 Bancroft St. – Omaha, NE 68108

If you have any bus reimbursement questions, please contact Allison Dush at [a.dush@omahabotanicalgardens.org](mailto:a.dush@omahabotanicalgardens.org) or 402-346-4002 ext. 253.