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SCHOOL FIELD TRIP PLANNING GUIDE

For State of Hawai'i and U.S. National, Public & Private Schools K – 12th Grade

E Komo Mai (welcome)

Maui Ocean Center (MOC) encourages all public and private students, teachers and faculty K-12th grade to encounter, explore and engage with the marine life in our care at the award-winning Aquarium of Hawai'i. Since 1998, we have hosted thousands of students, connecting classroom learning to real life.

We are delighted that you have chosen to include marine life and conservation in your curriculum. To assist you in your MOC School Field Trip, please read the following general information, guidelines and FAQs prior to contacting the MOC School Field Trip Coordinator.

LOCATION

Maui Ocean Center is centrally located in Mā'alaea, fronting the Mā'alaea Harbor.
The official Maui Ocean Center address is:
Maui Ocean Center, 192 Mā'alaea Road, Wailuku, HI. 96793

TRANSPORTATION

Please advise your transportation (any size up to 57 passenger motor coaches) to drop off your group at the Front Gate entrance. They may stand by in the complimentary parking lot (without engine running) for the duration of your visit, if required. Driver should return to the Front Gate entrance roadside for pick up. We recommend you have driver or dispatch company contact information should your departing schedule change. Maui Ocean Center does not schedule transportation.

PARK HOURS

We are open 365 days a year from 9 am to 5 pm with reservations available every half hour from 9 am to 3:30 pm.

State of Hawai'i School Field Trips are scheduled at 8:30 am and 9 am only.

U.S. National School Field Trips may be scheduled between 1 pm and 3:30 pm (every half hour). There are no exceptions due to our timed entry capacity guidelines.



GROUP CAPACITY

Due to our timed entry and capacity guidelines, group size should be no more than 54 person maximum (48 students + 6 chaperones).

TEACHERS & CHAPERONES

A teacher/chaperone ratio of 1 per 8 students is required. Ratio is applicable for all students, K – 12th grade.

Teachers general admission: 1 teacher per classroom, complimentary. Additional teachers, see rates below.

Chaperones: 1 chaperone per 8 students, complimentary. Additional chaperones beyond 1 per 8, see rates below.

For students with disabilities who require 1 chaperone to 1 student, the chaperone is complimentary.

Behavior Contract

Each teacher must present the Maui Ocean Center Behavior Contract to their entire group, including chaperones, prior to arrival.

A signed copy of this form is required from each chaperone 72 hours prior to reservation date.

Chaperone Agreement

Each teacher, faculty member, and/or chaperone must adhere to the expectations outlined in the MOC Chaperone Agreement form. A signed copy of this form is required from each chaperone 72 hours prior to reservation date.

VISIT SCHEDULE

We recommend approximately 2 to 2.5 hours in-park, including a snack or lunch break.

Upon arrival, our Marine Naturalist will greet and walk your group to the Nalu Lawn, where they will provide a brief Maui Ocean Center overview. You will then be required to split into groups (maximum 8 students per 1 chaperone). To ensure quality experience and to adhere to capacity, pedestrian flow, and social distancing guidelines, each group will commence their visit from 1 of 4 designated areas of the park which may include The Sphere, Harbor Plaza, Living Reef, and Open Ocean (see map attached).

EXCLUSIVE MARINE NATURALIST GUIDED TOUR (optional)

Led by a knowledgeable Marine Naturalist, your students will discover fascinating facts about marine animals including tropical reef fish, live coral, invertebrates and more. If you have a specific topic you would like us to address, we will be happy to customize our presentation. For a high quality experience, we will dedicate 1 Marine Naturalist to a maximum of 18 people. Rates noted on last page. Subject to availability.



PHOTOGRAPHY (optional)

Our on-site photographer, Magic Memories, will take your group photo at Nalu Lawn. Each teacher/leader of the school group will receive one digital group photograph via their email on file, compliments of Maui Ocean Center and Magic Memories. You are welcome to share this image with parents, faculty, and use for any school promotions with photo credit to Magic Memories.

For an additional \$5, Maui Ocean Center and Magic Memories offers two 6" x 4" prints with two different frames presented in a Maui Ocean Center specialty folder (price is per folder, taxes included). We require the number of folder prints and payment to be advised along with your final person count when making a reservation. This is an optional purchase.

LUNCH OR SNACK

Your group is welcome to enjoy their home lunch or snack in-park at Nalu Lawn (see map). We also provide open-air cubicles at that location, should you decide not to carry your lunch (Friendly reminder: No valuables. Items left at own risk. No refrigeration). Garbage bags will be provided by MOC. Please encourage your group to reduce, reuse and recycle.

SCHEDULING YOUR FIELD TRIP

Reservations must be made at least 7 days in advance of requested date and is based on availability. Tip: Reserve early, up to a year in advance. The last three 3 weeks of Fall and Spring semesters fill quickly.

Prepare to provide the following information prior to contacting the Maui Ocean Center School Field Trip Coordinator:

Group Name:	School and class name, along with grade required
Contact Name:	1 primary contact name is required, along with corresponding email and phone number. This person is responsible to provide all information and meet deadlines required of MOC.
Date:	School Teacher to contact MOC School Field Trip Coordinator, for availability.
Recommended:	Have 3 alternate dates before you contact. We can accommodate only one (1) school per day and dates fill fast.
Time:	Due to our new timed entry reservation system, reservation times are available at 8:30 am or 9 am only. (Sorry, no exceptions).
Group Size:	A minimum of 20 pax and maximum 56 pax is required for your reservation.
Recommended:	Group size includes teachers and adult chaperones. Minimum 1 chaperone per 8 students required.

Once the date and time are determined available, a tentative reservation will be made under your school name and the following documents will be provided via email:

- **School Field Trip Confirmation**
- **Behavior Contract**
- **Chaperone Agreement**



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PAYMENT

Maui Ocean Center accepts State of Hawai'i school purchase orders (PO). Send PO no later than 72 hours prior to reservation date. Count on PO is what will be billed. Should additional persons attend group beyond PO count and can be accommodated at the same reservation time, payment will be due at Front Gate prior to entry at Maui Ocean Center at kama'āina rate (not school rate).

Reminder: Please bring a copy of your PO with you upon entry and give to the Marine Naturalist.

If not using a PO, Hawai'i school payments are due 10 school days prior to reservation date. U.S. National school payment is required 30 days prior to reservation date. Payments accepted include credit card (Visa, Mastercard, American Express, Discover), cashier check, or ACH (contact us for account number). No cash accepted.

PUBLIC & PRIVATE SCHOOL RATES (State Of Hawai'i & U.S. National)

Applicable Fall 2021 through Spring 2022

Category	State Of Hawai'i School	U.S. National School
	<i>Per Student / Teacher</i>	<i>Per Student / Teacher</i>
Student K-12th Grade	\$5	\$10
Teacher	1 complimentary <i>per classroom</i>	1 complimentary <i>per classroom</i>
Additional Teachers	\$10	\$15
Chaperone	1 complimentary <i>per 8 students</i>	1 complimentary <i>per 8 students</i>
Additional Chaperones/Aids	\$10	\$15
Exclusive Marine Naturalist Guided Tour (optional)	\$175 total (<i>1 per 18 pax</i>)	\$200

All rates are per person and inclusive of State of Hawai'i tax.

POST FEEDBACK

We have done our very best to ensure Maui Ocean Center is accessible to all students. To meet and continue to exceed our quality standards, we welcome your feedback following your visit. All correspondence may be directed to the Maui Ocean Center School Field Trip Coordinator. Contact information above.

Mahalo nui loa