



## Dolphin Encounters & Blue Lagoon Island: Group Leader Checklist & Guide

Thank you for your reservation! Please review this guide to make your field trip to Blue Lagoon Island a great success. If you need more information or need to change your booking, please contact Education at 242-359-0278 or [education@dolphinencounters.com](mailto:education@dolphinencounters.com).

### Before Your Field Trip...

- Reply to the Confirmation Email after you have reviewed the details to be correct
- Share the Field Trip FAQ's and Chaperone Tips & Safety with your teachers and chaperones
- For groups with male and female students, be sure to have at least ONE male and ONE female chaperone to attend to children in the restrooms and outdoor showers
- Know your deadline for payment and collect all funds two days prior to the date
- If paying with a certified or school check, you must pay 2 weeks prior to the activity
- Call or email Education with any requested changes to your booking before the program date
- Bring your Confirmation Email with you when you make payment
- Make sure you've collected all permission slips from your students if required by your school
- Make sure your students know what to wear on the field trip (see Field Trip FAQ's)
- Complete one of the Green Actions to qualify for your FREE 8x10 class photo
- Confirm your transportation arrangements to Paradise Island
- **FAILURE TO MAKE PAYMENT BY THE DEADLINE WILL RESULT IN CANCELLATION WITHOUT NOTICE**

### At Check-In on Paradise Island...

- Make sure your whole group arrives AT LEAST 30 MINUTES prior to the boat departure
- If parking on Paradise Island, chaperones need to arrive earlier to be in the terminal on time
- Have your chaperones gather your students and keep them seated and well-behaved
- If you have any additional students or chaperones, you MUST contact Education by phone, email, text or WHATS App to confirm IF there is space available AND for your booking to change.
- Finalize the ticket counts for your group:
  - Number of students, free chaperones and paid chaperones
  - Additional fees: lunch upgrades, chaperone lunches or photo souvenirs
- Go to the Dolphin Encounters Ticket Window with your payment receipt by CHECK-IN TIME
- Separate chaperone and student BANDS. Chaperones should put on their bands and then band students. Band should fit loosely around the wrist but should not be able to slide off the wrist.
- If your program is a Sea Lab, ensure that every student is wearing a NAME TAG
- Once the boat arrives, gather your group to board together when requested by the Boat Staff
- Seat your group together on the boat & have each adult review the Chaperone Tips & Safety
- **TENDERS WILL NOT WAIT FOR LATE TEACHERS, STUDENTS OR CHAPERONES. TICKETS ARE NON-REFUNDABLE.**

### **On Blue Lagoon Island...**

- Review your schedule of activities with your Educator if needed
- Know where your program will be held and the location of restrooms
- Ensure your chaperones guide their assigned students through activities & stay with the group
- Make sure that at least one chaperone escorts students to restrooms and showers
- Motivate your kids to keep on schedule as delays will deduct from your activity time
- **Respect shared spaces.** Your group shares the island facilities with our other guests and are expected to be courteous and proudly represent their school and The Bahamas.
- **Timeouts will be given.** Students failing to follow instructions will be pulled from an activity to sit with chaperones until that activity is completed.
- **Safety comes first.** If you have a first aid situation, notify your group Host/Educator immediately and we will organize the proper first aid. Take care of the rest of your students at that time.
- **Be Green!** Ask your group to use trash receptacles and recycle bins to keep our island clean.

### **First Aid & Emergency Information...**

- Teachers who have students with known medical conditions or students requiring medication are solely responsible for ensuring that these students follow their prescribed medical treatment while on field trips.
- Education should be notified of any medical conditions of concern on field trips.
- In light of an emergency, the Lifeguard Staff or Educator with medical training assumes control of the situation at hand. Our staff are certified in First Aid & CPR.
- In light of an emergency, you will need to contact the school and/or parent. The management of DE will make arrangements for transport to the appropriate medical facilities.