

## The Enrichment Center Trip Policy

We want your trip with us to be enjoyable and trouble-free.  
Please help us by following these procedures:

- 1. Priority is given to Lee County residents. Out of county residents may register on the waiting list and participate if space is available.**
2. Payment in full is due upon registration of day trips in order to maintain payment terms with our vendors.
3. You must be of serious interest when placing your name on a desired trip. If you sign up for a trip that interests you, you must pay a deposit of \$50 (unless otherwise requested) at the time of registration for an overnight trip. No names will be accepted if not accompanied by a deposit or payment in full. The remaining balance terms will be on the trip information flyer.
4. When departing from and returning to the Enrichment Center, a waiting area and a phone will be available. Please remember that our trips depart on time. When departing from the Riverbirch parking lot, use the lot near the pond.
5. Occasionally, not enough registrants sign up for a trip causing us to cancel the event. If county vehicles were used for the trip, a full refund of your deposit or payment will be made to you.
6. If you would like to cancel your plans to take a trip on a chartered bus with us, we will do everything we can to refund any money you have paid towards the trip. Please understand that when a chartered trip is planned, sometimes we must send in a deposit which the charter company will not refund. In such cases, we will assist in finding someone to take your place, if there is a waiting list to take your place. It is highly recommended that for overnight trips, you purchase insurance coverage through the motor coach company.
7. Seating on the bus or vans is on a *first-come, first serve basis*. Since it is necessary for the staff/volunteer escort(s) to communicate with the van driver, he or she will occupy the front seat on the vans or the first seat immediately behind the driver on the bus.

It is our desire to provide you with a pleasurable and memorable experience. Please join us for more trips in the future. If you have any questions, please call Janice Holmes at 776-0501, ext. 206.

Revised trip policy 11/22/2005

The Enrichment Center, 1615 S. Third Street, Sanford, NC 27330 919-776-0501