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July 6, 2017

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**Audubon New York's *For the Birds!* Education Program
Cancellation Policy/No Show Policy**

Dear Teachers and Administrators:

Beginning in the 2017/2018 school year, Audubon New York will be initiating a new cancellation/no show policy for our *For the Birds!* Environmental Education programs. We understand that unplanned issues can suddenly come up at your school and you may need to cancel or postpone a classroom lesson or field trip. If that happens, we ask that you notify us at least **24 hours in advance**. While every effort will be made to reschedule the program delivery, sometimes there are just not enough days left in the semester to accommodate everyone. Therefore, Audubon New York reserves the right not to reschedule or provide a refund for a lesson or field trip canceled by your school with less than 24 hours' notice.

Audubon New York will use the following timeline to reschedule canceled/postponed lessons and field trips:

- **Fall and/or winter programs** (September through February) lesson cancellations and field trip cancellations will be rescheduled during the months of *January, February, or June*.
- **Spring programs** (March through May) lesson cancellations and field trip cancellations will be rescheduled in *June*.

Additionally, Audubon New York reserves the right itself to cancel a lesson or field trip due to inclement weather, a national weather service alert, a staff emergency or similar circumstance. If Audubon New York must cancel a program, we will make every effort to reschedule your lesson or field trip in a timely manner.

If you have any questions or concerns, please do not hesitate to contact me by email rsantangelo@gmail.com or by phone 212-979-3077.

Sincerely,



Richard Santangelo, Program Director
For the Birds! NYC
Audubon New York
225 Varick Street 7th floor
New York, NY 10014
212-979-3077
rsantangelo@audubon.org

