

2016-17 MARINELAB PROGRAM LEADERS HANDBOOK

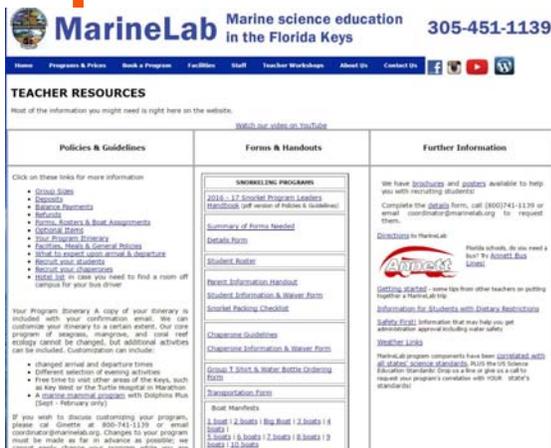
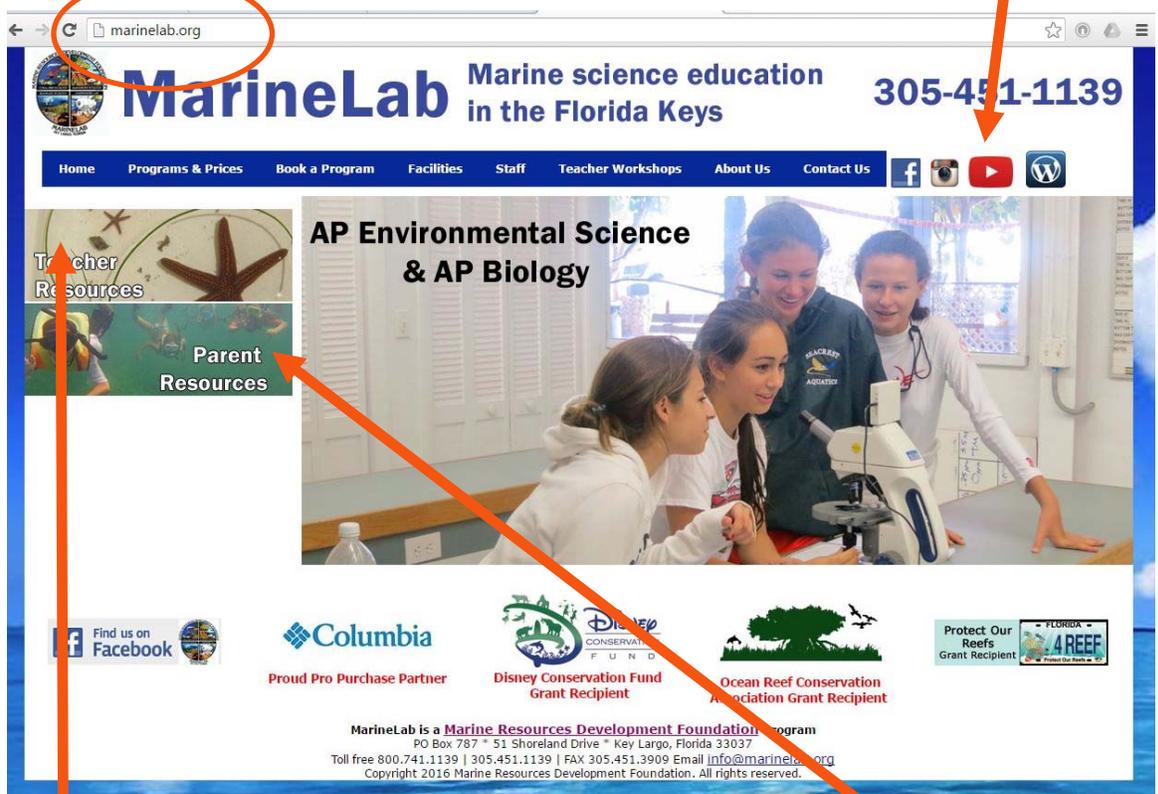
CONTENTS

- Group Sizes
- Deposit
- Balance Payments
- Refunds
- Forms
- Rosters
- Boat Assignments
- Optional Items
- Your Itinerary
- Facilities
- Meals
- General Policies
- Recruit your students!
- Recruit your chaperones!
- What to expect on arrival
- What to expect when you leave
- Hotel Accommodations for Bus Drivers
- Directions

Our website has all the tools you need for recruitment and information!

Forms are no longer part of this handbook. All forms can be downloaded from our website.

A direct link to our youtube channel with our promotional video



Your MarineLab program fee is listed on the confirmation page

It includes:

- Snorkeling & land based field trips listed*
- Evening programs*
- Meals as listed on your confirmation*
- Accommodations*
- Snorkel gear*
- One FREE chaperone per boat*
- Any other items listed on your confirmation*
- Program fees are based on 9 students per boat*

- Logbooks (suitable for elementary & MS)*
- Environmentally Sensitive Sunscreen*
- Wetsuits (recommended for winter & early spring)*
- Ground transportation to airports & other destinations*
- Refillable Water Bottles*

See details on page 7

Available for additional fee:

- Bed linens including pillow and blanket*

GROUP SIZES & DEPOSIT

Please familiarize yourself with our group size and deposit policies BEFORE recruiting your students! Thanks!

NON REFUNDABLE DEPOSIT

A non refundable deposit is required to reserve the number of boats necessary to accommodate your group size. The number of boats and deposit amount is shown on the cover page of your Confirmation.

The deposit is calculated as 30% of the program fee per student multiplied by 9 students per boat. If you have only 8 students per boat, you will need to collect extra deposit money from them to ensure you have enough for the deposit.

The deposit for the big boat is calculated as 30% of the program fee per student X 14 minimum deposits. If you only have 12 students, you will have to collect extra deposit money from them to ensure you have enough for the deposit. If you have more than 14 students, you will collect 30% from each student (not just 14 students).

Please include the deposit contract and roster with your deposit.

GROUP SIZES

MarineLab's field experiences are conducted aboard boats and all fees are based on having 9 paying participants aboard each boat. One chaperone per 7-9 students is required and allowed free of charge which means there is a maximum of 10 people aboard each boat.

CALL IF YOU HAVE QUESTIONS ABOUT GROUP SIZES!

# students	Max including chaperones	# of boats
7-9	10	1 boat
10-18*	20	2 boats OR 1 Big Boat
19-27**	30	3 boats
28- 36	40	4 boats
37- 45	50	5 boats
46- 54	60	6 boats
55- 63	70	7 boats
64- 72	80	8 boats
73- 81	90	9 boats
82-90	100	10 boats

Please note the group sizes in the table above.

If you anticipate having between 10–18 paying participants and 2 chaperones, you may be able to book our "Big Boat." We only have one dedicated "Big Boat" and it is limited to a single school booking (meaning that you can't combine it with a regular boat if you anticipate needing three boats.)

*Keep your group size in mind when accepting deposits!
One chaperone per boat or for 7 students is
REQUIRED!!!!*

*We require at least 7 full paying participants per boat, so if you have fewer than 14 participants you will need to collect extra money

**We require at least 7 full paying participants per boat, so if you have fewer than 21 participants you will need to collect extra money

BALANCE PAYMENTS & REFUNDS

BALANCE PAYMENTS

The balance payment is due 30 days prior to your program start date. Student Information Forms are required to accompany your balance payment.

You will receive an invoice for the balance payment 30 days before it is due. The balance due is 70% of the program multiplied by the number of students you have.

NOTE: We require a minimum of 7 balance payments per boat (12 for the Big Boat). If you only have 6 (or 11) students, you will need to collect extra money to cover the balance payment.

We reserve the right to decrease the number of boats assigned to your group if, after depositing, your group size decreases and your group can be accommodated by a lesser number of boats.

We require at least one chaperone with each boat.

REFUNDS/CANCELLATIONS

The deposit is non-refundable. If you cancel your program after sending in your deposit, you have forfeited that deposit.

Individual cancellations 14 days or more before the program start date will receive a 70% refund. Cancellations 13 days or less before the program start date will receive a 50% refund UPON APPROVAL. NO refunds for no-shows. If a student is ILL or has a FAMILY EMERGENCY and cannot attend at the last minute, a 70% refund will be issued UPON APPROVAL.

Refund checks are issued back to the organization or individual who cut the payment check. If the school sent a check for the program, then the refund check will be cut back to the school, NOT to the individual.

FORMS, ROSTERS & BOAT ASSIGNMENTS

INFORMATION & WAIVER FORMS

Every participant is required to complete an Information & Waiver Form. These forms are available on our website on both the Parent & Teacher Resources pages.

- Minor student forms must be notarized.
- Students who will be 18 years old at the time of the program must complete an Adult Form.
- All chaperones must complete an Adult Form.

These forms are due to MarineLab **30 days prior to your program start date**. This is to allow us time to review the forms for signatures, notary seals, dietary and medical information. Proper planning will eliminate the need to overnight or express mail your forms to us in order to get them here by that deadline.

ROSTER

You must complete a ROSTER. A pre-formatted Excel spreadsheet is available on the website under Teacher Resources.

You should have sent in an initial roster with your deposit. Make sure the roster you send with the Waiver Forms is the most up-to-date one!

BOAT ASSIGNMENTS

A blank BOAT ASSIGNMENT LIST is on our website. Please use the one for your number of boats! These students will be assigned to the same boat throughout their program, except when a student is switched to another boat due to behavior issues or skill level. **Even if you only have one boat, please complete the boat assignment list. We are required to have a manifest onboard by the US Coast Guard.**

In addition, groups of four or more boats are split into Group A and Group B for scheduling purposes. The boat assignment sheet has them split accordingly.

Students and chaperones should be assigned in boat groups of no more than 9 paying participants and 1 free chaperone. Boat groups may be combined into a big boat group on occasion.

Please tell your students their Group and Boat assignments prior to your arrival at MarineLab—it helps expedite getting them out on their boats!

FACILITIES, MEALS & GENERAL POLICIES

DORMITORY ROOM ASSIGNMENTS

Rooms are sex-segregated. We attempt to place schools in separate wings; if this is not possible, we lodge boys in one wing, girls in the other. We can email you your room assignments about a week in advance so that you may assign your students to their rooms. This saves time at orientation!

Space restrictions may require us to lodge chaperones with the students, or chaperones with chaperones from other groups. Please be aware of and prepared for this possibility. If you have a concern about this, please contact the reservations office well in advance of your trip. **IF THERE IS A PROBLEM WITH CHAPERONES SHARING ROOMS WITH STUDENTS, OR IF YOU REQUIRE YOUR CHAPERONES IN THE ROOM, PLEASE NOTIFY US AT LEAST 30 DAYS IN ADVANCE.**

WI-FI

There is campus-wide wireless internet access at MarineLab. A password will be given to you and your chaperones upon arrival.

CHECK IN/CHECK OUT TIMES

Like a hotel, MarineLab has people checking in and out at specified times to allow staff to clean and prepare for the next group.

Please be **punctual about arriving at the specified time** on your schedule. If you arrive early our staff will still be working with previous groups. **We cannot accept groups arriving after 6:00 PM in order to allow time for facility orientation.**

We may request you to move out of your dorm rooms prior to your last field trip. This is to allow our housekeeping staff to clean the dorms prior to the next group's arrival. You will have the use of the labs for storing luggage, etc., and the use of the showers and rest rooms for changing before your trip home.

SECURITY

The MarineLab campus is a gated facility. We have a security gate that is closed overnight and on the weekends. Additional "clickers" are available for loan if your group needs one, but it is limited to one clicker per group.

There are three organizations sharing the facility: MarineLab, Key Largo Undersea Park which houses the lagoon, gift shop, and Jules' Undersea Lodge, and the Koblick Marina, which has about ten boats with residents aboard. All employees and residents have been subject to background checks and fingerprinting.

Please be aware that we do not have staff sleeping on campus overnight, but we do have "on-call" staff. Phone numbers will be given to you upon arrival.

DAMAGE FEES

Please enforce our facility rules about no food or drink in the rooms. Damage fees will be assessed for intentional or excessive damage to walls, floors, ceilings, and furniture.

Also, if a student loses or breaks snorkel gear, there will be a charge. We do not consider normal wear and tear "breakage," but sometimes students do not follow the directions about not walking in fins, and end up tearing them.

TOBACCO/ALCOHOL POLICY

Tobacco is not allowed on or near program areas such as the boats, cafeteria, volleyball court, labs or classrooms. Any chaperones that wish to smoke must leave the property to do so; however, students may not be left UNSUPERVISED for any reason.

We prohibit alcohol possession or consumption onsite by chaperones of groups with underage students. **Please notify your chaperones and adult participants before you arrive at MarineLab, thank you!**

MEALS

Meals are served in the cafeteria. We serve **basic, cafeteria-type meals**. A typical day's meals consist of: scrambled eggs, bacon, or dry cereal with milk and juice for breakfast (student's choice); tacos, salads, fruit and iced tea or punch for lunch; baked chicken, rice, vegetable, salad, bread and dessert with iced tea or punch for supper.

Please note the space for special dietary restrictions on both the student and adult Information forms. Peanut butter and jelly are put out at every meal, unless a student is here with an **EXTREME** peanut allergy. We can provide vegetarian meals with advance notice, but are limited in our ability to accommodate extensive dietary restrictions. **There is an information sheet available on the website with details on our meals.** Please call if you have questions. Limited refrigerator space is available.

We do not allow any food or drink in our dorm rooms. PLEASE do not allow individual students to bring food or drinks with them. If you are bringing snacks for the group, we will provide you with a storage area. We have a water refilling station, a soft drink machine and a snack machine on the premises. Student can drink and eat their snacks downstairs. Chaperones, please enforce the no-litter rules for your group!

DO's and DON'T s

DO...Make sure your chaperones know that they will have to take the swim test just like the students!

DO...Distribute the Student Information Forms well in advance and mail them well in advance so we can get them 30 days before your program!

DO...Arrive on time! If you're too early our staff will still be busy with other groups, if you're too late your program will get shortened!

DON'T...bring cases of single-use water bottles. MarineLab PROHIBITS single-use water bottles. Students are requested to bring their own water bottle, or you can arrange to purchase them from our gift shop.

DON'T...allow the students to bring spray sunscreen. It gets everywhere and stains anything it touches!

DON'T...allow the students to take food or drinks into the rooms. Don't do it yourselves, either!

SOME HELPFUL TIPS ON TRIP PLANNING

Budgeting

- Plan an all-inclusive trip where the cost includes all meals, transportation, etc.
- MarineLab recommends wetsuits for programs held from November through March. Consider including that cost if your program falls in that time frame.
- Plan charter bus transportation on a smaller number of participants than are initially interested (to account for cancellations)
- If there are any chaperone fees involved, include them in the student fee—if your school policies allow it!
- Take the deposit from students early in the year
- Arrange a monthly payment schedule for students throughout the year

Parent Meetings

- Publish the MarineLab website in the parent meeting announcement, so they can browse it and be prepared with any questions.
- Suggest that the parents download the Student Waiver Form directly from the website and complete it prior to the meeting.
- Have a notary present to notarize the Student Waiver Forms. Saves having to collect them later, too!



Help Getting Administrative Approval!

MarineLab's staff are all certified Lifeguards. We use USCG Certified Captains on our Inspected Passenger Vessels. Copies of these certifications are available for your Risk Management Department.

We can also add your school district as an additional insured on our liability policy for the time that your group is with us!

MarineLab's components have all been correlated with the science education standards of all 50 states and the National Science Education standards (although not Common Core—yet!). We can provide reports showing these correlations.

How are you getting to MarineLab?

Please complete the Transportation Form from the website about 45 days prior to your arrival at MarineLab. We need this information to make any program changes due to flight time arrivals or departures, to ensure storage for buses on site if necessary, or to make arrangements for additional parking off property in the event of an overflow.

This information is especially important if you are flying in and your flight times get changed so that you will be arriving earlier or later than originally scheduled!

MarineLab has very limited parking, so if you are planning on using private vehicles to get to MarineLab, we strongly encourage CAR POOLING. Otherwise, we may ask you to park some of your vehicles off-site.

If you are coming down by bus, does your **bus driver** need a place to stay? We can provide room & board for your bus driver if there is room here, but please be sure that they know our dorms are very Spartan!

Twin sized beds
NO cable TV or telephone
Shared baths across the breezeway

If they would prefer a hotel, we have provided a list of local accommodations (p 22), including information on whether bus parking is available or not. This list is for your convenience and does not constitute recommendations. These are just a few of our many hotels in Key Largo; please visit the Key Largo Chamber of Commerce website at www.floridakeys.org for more options.

What to expect upon arrival...

First, please do your best to **arrive on time—not early!** In season, MarineLab will often have two buses departing just before the next two buses arrive, and our parking lot simply cannot accommodate that kind of traffic.

Also, our instructional staff will be busy with the outgoing group, and your dorm rooms may not be ready for you yet either.

If you find that you are ahead of schedule, please find ways to dawdle during lunch, or plan on making a visit to one of Key Largo's attractions. John Pennekamp Coral Reef State Park is right next door. If you are a Florida school and fax a request for an entrance fee waiver ahead of time, you will be able to get in free.

If you are out of options, please call the office ahead of time so we can make arrangements. If you are running late, please call us too, so we can be prepared!

Upon arrival, you will be met by a MarineLab instructor. The instructor will direct you where to temporarily place luggage and then give a complete facility orientation. Students are usually going to get wet right away, so it may be worthwhile to have the students wear their swimsuits under their clothes on the bus ride down!

And when you leave...

It's your last day at MarineLab—bummer!

We may request you to move out of your dorm rooms prior to your last field trip. This is to allow our housekeeping staff to clean the dorms prior to the next group's arrival. You will have the use of the labs for storing luggage, etc., and the use of the showers and rest rooms for changing before your trip home.

We know that you will want to have plenty of time to allow the students to shower and change for their trip home. For midday departures, we request that your vehicles be pulling out for home no later than 12:30 pm, due to incoming programs that are scheduled for 1:00 pm. A staff member will be on hand to say goodbye and check on any last-minute concerns!

If you have any concerns about your departure time, please contact us at 800-741-1139 or by email at coordinator@marinelab.org.

OPTIONAL ITEMS FOR YOUR TRIP

BED LINENS: \$7 per set. Chaperone linens are FREE if the entire student group rents linens. The set includes a pillow with case, twin bed top and bottom sheet, and blanket. **TOWELS ARE NOT INCLUDED.**

WETSUITS: Shorty wetsuits are available for rent by individual students or for the entire group. The cost is \$5 for a 1-day program, \$10 for a 3 day, 2 night program, and \$15 for longer programs.

Please advise your students to bring cash if they're going to rent a wetsuit. If you collect in advance, we can distribute them much faster! Alternatively, we can add the wetsuit rental fee to the student program fee and bill your school. **CHAPERONES MUST PAY FOR WETSUIT RENTALS.**

LOGBOOKS: Ask for a free sample copy. A great way to direct (and grade) a student's participation in their program. The logbooks are primarily elementary or middle school level. \$1.50 each.

SUN PROTECTION Order your 32 oz pump bottle of SoliRX Sunscreen SPF 44 and have it waiting here at MarineLab. This non zinc formula is TRULY waterproof and highly recommended by our own MarineLab staff. Also used by the Boy Scouts at Sea Base, this formula does NOT wash off in the ocean, thus eliminating adding extra chemicals that could adversely affect our fragile marine ecosystem.



This bottle will be used solely by your students! If you're flying, you won't have to worry about packing any sunscreen. Only \$80 for 32 oz. A great deal! Also available in smaller sizes in our gift shop.

T-SHIRTS

Our MarineLab t-shirts are available at a discount if you order for your entire group in advance! The cost is \$13 (including tax) for our white shirts with the multicolored design on the back. A t shirt order form is found online on the Teacher Page. Please note that there is a \$2 surcharge for XXL shirts. The shirts are ordered directly through the gift shop, and you must place your order 30 days in advance to get the special rate.

REFILLABLE WATER BOTTLES

Refillable water bottles are REQUIRED at MarineLab! We do not allow single-use water bottles, so you need to have a water bottle! Either bring your own OR arrange to purchase one of our Nalgene 24 oz bottles. We chose to use green Nalgene bottles because tests have shown that these bottles do NOT release any chemicals even after exposure to UV. Students can customize their bottles with stickers at our Sticker Station, too! See the order form for pricing.



GROUND TRANSPORTATION

MarineLab offers ground transfer service from Miami and Ft Lauderdale airports for a flat fee based upon the number of boats you have booked.

If you have selected this option, the ESTIMATED fees will be listed on your confirmation and on your statement, but the fee will not be finalized until your deposit is received. At that time, we will give you a firm quote on the ground transfer. The entire amount will be due and payable 30 days prior to your program start date, along with the balance payments for your student fees. Please note that MarineLab uses an outside vendor to book and organize this transportation, so there are service fees involved.

Ground transfers may include a stop for a meal or a visit to Everglades National Park. Arrangements for such stops must be made in advance.

KAYAKING IN JOHN PENNEKAMP

Does your itinerary include a block of "free time?" We have an arrangement with a local kayak shop to provide sit on top single kayaks for the morning or afternoon. They provide a guide and the students paddle over to John Pennekamp Coral Reef State Park, where they can explore the Visitor Center & mangrove creeks, and even buy an ice cream to enjoy ashore! Please contact the office for details.

YOUR PROGRAM ITINERARY

MarineLab has standard programs, but we can customize them to a certain extent if the group leader so desires. Our core program of seagrass, mangrove, and coral reef ecology cannot be changed, but additional activities can be included.

Customization can include:

- Changed arrival and departure times
- Different selection of evening activities
- Free time to visit other areas of the Keys, such as Key West or the Turtle Hospital in Marathon
- A Dolphin program with Dolphins Plus (only in October-February)

If you wish to discuss customizing your program, please contact Ginette at coordinator@marinelab.org. Changes to your program must be made as far in advance as possible; we cannot easily change the program while you are here, since we make staffing assignments a month in advance. **LOOK AT YOUR ITINERARY CAREFULLY WHEN YOU RECEIVE IT, THANKS!**

NEXT: RECRUIT YOUR STUDENTS!

MarineLab has *brochures* for distribution, a *poster* to advertise your meeting or the program weeks, and a *VIDEO on our Youtube feed* that shows exactly what a MarineLab program is all about.

When you hold an information meeting with your students, feel free to distribute the parent information form available from our website.

Set a deadline for deposits to be turned in by the students. Make sure the parents know that the deposits are non-refundable!

Students will need to complete a Student Information & Waiver Form. Even though this form is not due until 30 days prior to the program, it might be a wise idea to have these available at the second meeting, if not the first.

Make sure your parents know about the MarineLab website! It contains lots of information on our programs, facilities, and safety procedures. It also has all Student and Adult Information & Waiver Forms, packing checklists, and more!



RECRUIT YOUR CHAPERONES!

One chaperone/teacher may participate FREE for every boat reserved with a deposit. **One additional chaperone per group** is charged room and board. This fee is shown on your confirmation letter. ANY additional chaperones per group must pay the full program fee.

We require one chaperone on each boat. Additional chaperones are subject to program fees (see your statement). Depending on your group size, if you have more than one chaperone per boat, the chaperones may have to rotate taking turns on the field trips. Students who stay back from field trips must be accompanied by a chaperone, if one is available.

Chaperones go through all aspects of the MarineLab program—including the swim test! During the field trips and discussion/labs, our instructors will be in charge and you can mostly enjoy the lessons and learning. Help support them in their responsibilities by providing crowd control, if necessary.

Every group should have one Lead Chaperone on-site.

This Lead Chaperone's duties include:

- Coordinating with chaperones of any other groups here at MarineLab regarding lights out time, shared volleyballs, etc.
- Assigning an adult to be the group leader for each boat group, in case you have more than one adult in a boat group.
- Coordinating with MarineLab staff regarding schedule changes or group issues

Please remember when you choose your chaperones to brief them carefully on their responsibilities as well as the fun activities in which they'll participate. Include a copy of the Chaperone Guidelines from this packet.

Chaperone criteria include:

- Chaperones must be able to swim and are comfortable in the water.
- Chaperones should be able to control the group's behavior and guide them through the program.
- Chaperones should model the correct behavior by following all facility rules while participating in the program. This includes being on time for meals and programs.

Chaperones must also complete the Adult Information & Waiver Form. Please note the area for medical and special dietary information.

Give each prospective chaperone a copy of the Chaperone Guidelines from our website.

Any questions, just give us a call!

Don't forget your water bottle! Everyone should bring their own bottle or purchase one in our shop!

Summary of the Forms

These forms need to be sent to MarineLab, in this general order. The Forms are in this document or available online at www.marinelab.org/Teacher_Page.html.

RIGHT AWAY

___ DETAILS FORM (included with your Confirmation Packet) -
send right away

*MAILED with
your DEPOSIT
CHECK*

___ DEPOSIT CONTRACT (included with your Confirmation Packet)
___ STUDENT ROSTER

*EMAILED 45
DAYS PRIOR
TO
PROGRAM*

___ T-shirt & water bottle order form
(faxed or emailed directly to gift shop, if ordering)
___ TRANSPORTATION FORM

*MAILED
with your
BALANCE
CHECK to
arrive
30 DAYS
PRIOR
TO START
DATE*

___ STUDENT INFORMATION/WAIVER FORM
Note: if a student is over 18, they must complete the ADULT form
___ ADULT INFORMATION/WAIVER FORM
___ STUDENT ROSTER (FINALIZED)
___ BOAT ASSIGNMENTS

You can email any late changes to your roster or boat assignments prior to arrival.

HOTEL ACCOMMODATIONS IN THE KEY LARGO AREA

Here is a list of accommodations in Key Largo should your travel arrangements require **early arrival or late departure**. They are also useful in the event that you have to provide your **bus driver** with a room during your stay. While we may have room at MarineLab for a bus driver, our accommodations are very Spartan (bunk beds, no television or phone) so they often prefer to stay at a local hotel.

The following local motels are listed in order from smaller “mom & pop” type places to the more expansive/expensive chain motels. For reference, we are located at Mile Marker (MM)103.2 Oceanside. This listing is for your convenience are not recommendations. Additional accommodations may be found by visiting the Key Largo Chamber of Commerce website www.keylargochamber.org.

BUS PARKING AVAILABLE

Ed & Ellen’s Lodgings—MM 103.3 Oceanside, very small, affordable, within walking distance of our facility. CALL FOR BUS PARKING AVAILABILITY. 305-451-9949, 888-333-5536.

Popp’s Motel—MM 95.5 Bayside, small family-owned, cottages, dock, beach. 305-852-5201.

Stone Ledge Paradise Inn—MM 95.3 Bayside—small, quiet, kitchens, dock, beach. 305-852-8114 or book online at www.stoneledgeparadiseparadiseinn.com.

Sunset Cove Beach Resort—MM 99.7 Bayside—small, full kitchens, dock, beach. Limited to 1 bus only. Pet friendly, free use of canoes, kayaks and snorkel equipment. 305-451-0705, 800-451-0705.

Holiday Inn—MM 99.7 Oceanside—usual amenities, pool, fitness center, playground, restaurant, home of the “African Queen” (yes, the real one!) Close to other restaurants, shopping, etc. 305-451-2121, 866-464-0908

Key Largo Key West Inn—MM 100 Oceanside on Ocean Drive—full kitchens, patios, pool, dock. 305-451-5081, 800-462-6079

Hampton Inn-Key Largo MM 102.4 Bayside—Beach, pool, dock, restaurant. Pet friendly, breakfast included. 305-451-1400

Marriott Key Largo Bay Beach Resort MM 103.8 Bayside—usual amenities, pool, fitness center, beach, several restaurants, clubs and shops. 305-453-0000

NO BUSES ALLOWED (VANS OKAY)

Bay Harbor Lodge—MM 97.7 Bayside—quiet setting, dock, pool. 305-852-5695, 800-385-0986, or book online at www.bayharborkeylargo.com.

Tarpon Flats Inn & Marina—MM 103.2 Oceanside, 29 Shoreland Drive Key Largo—within walking distance of our facility. Beautiful, tasteful, bed & breakfast, small, waterfront, dock. 305-453-1313, 866-546-0000 or book online at www.tarponflats.com

Amy Slate’s Amory Dive Resort MM 104.5 Bayside—efficiencies, suites, dive packages. 305-451-3595, 800-4-AMORAY or book online at www.amoray.com.

TAXI

Mom’s Taxi Service, 305-852-7999

AIRPORT SHUTTLE SERVICE

Airporter, 305-852-3413, 800-830-3413

DIRECTIONS

From the north, leaving Orlando, take the Florida Turnpike south past Ft. Pierce and continue to just past Ft. Lauderdale to the HOMESTEAD/KEY WEST split. This is the Turnpike extension that ends in Florida City on US 1 which is the Overseas Highway that will bring you to Key Largo, approximately 30 minutes south of Homestead.

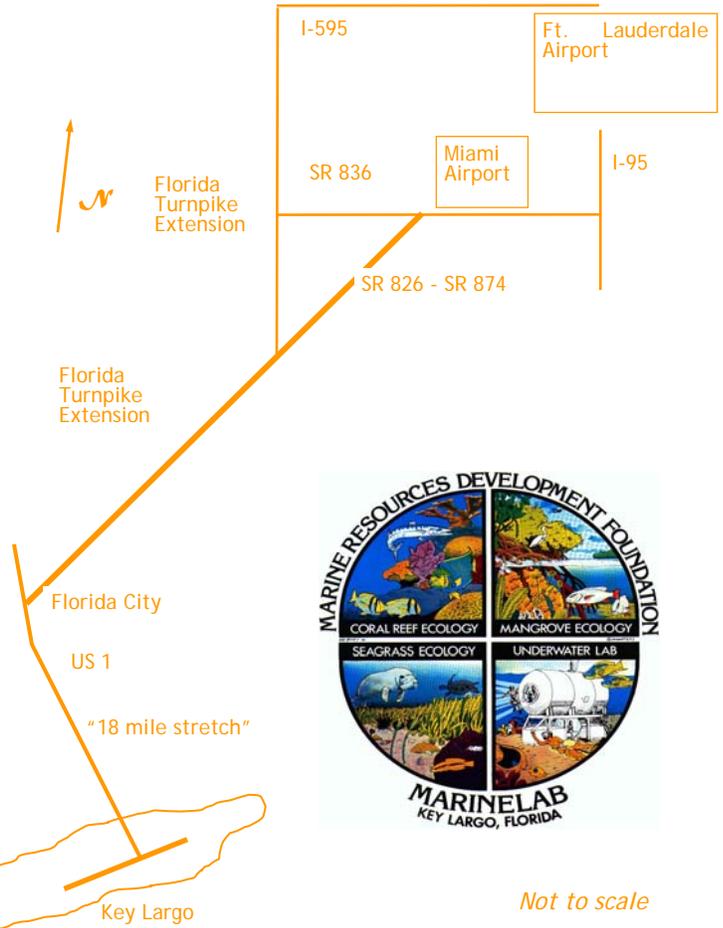
From the west, leaving Tampa, there are two routes: take I-75 south to Naples and then east along Alligator Alley (I-75 south) to the Turnpike extension (exit #4 Homestead/Key West). Or take US 41 south to Naples and east to the Florida Turnpike extension which will bring you to US 1.

NOTE: please verify exit numbers with a current map as they are continually changing.

From Miami International Airport take LeJeune Road south to 836 WEST, then take the Turnpike extension and go south to US 1 and into the Keys.

From Ft. Lauderdale/Hollywood Airport take 595 West to Florida Turnpike south to US1.

Once you're in Key Largo, MRDF is located at mm 103.2 between mm 104 and mm 103. After you see mm 104, start looking for a bridge over the Marvin D. Adams Waterway. Take your second left after the bridge, which is Transylvania Avenue. A large red and white billboard for the Hideout Restaurant is on the corner of Transylvania and US 1. Follow Transylvania Avenue to the end; the road turns sharply to the left. However, you need to drive straight into the parking lot of the Hideout Restaurant. Just past the Restaurant building (it looks like a little house) the drive turns to the right, paralleling the water. This is our driveway; follow it into our parking lot, in front of the big building. A staff member should be on hand to greet you; if not, please check in at room #6 on the second floor of the big building.



Enlargement showing Key Largo area

What is a MILE MARKER?

Because there is only one *long* road running through the Keys, it's much easier to find buildings by tracking the mileage on this road. Therefore, addresses in the Keys are given using mile markers (mm). The Overseas Highway (US 1) runs from Florida City (mm 126) to Key West (mm 0) for a length of 126 miles. North Key Largo starts at about mm 107. On the right shoulder of US 1, look for small (18" h x 6" w) reflective green and white numbered mile post signs. As you head **SOUTH**, the numbers will decrease. If an address has fractions of a mile, 103.2 for example, it is between the mile given and the next highest mile. So look for mm 104 and then start tracking the mileage downward until you reach 103.2.

