

Field Trip Information

Thank you for choosing Minnesota Children's Museum for your upcoming field trip! To ensure that your trip is as successful as possible, please take a moment to review the information in this packet.

Now

- Arrange for transportation. Please see attached transportation planner
- If you have not already done so, please submit a request to pay your \$130 deposit. The remaining balance will be due the day of your visit; the museum accepts cash, credit cards and business checks.
- Share a copy of this packet with other staff attending the field trip
- Sit back and relax knowing you've planned for an fun-filled educational adventure for your students

One month before

- Recruit chaperones and parent volunteers. Chaperones are FREE and we recommend a ratio of 1:4
- Review your reserved child and adult count, call 651-225-6000 with any changes

2 weeks before

- Plan on how to divide your group as needed. Each group of students should have an adult chaperone with them at all times.
- Review museum rules and tips found on chaperone guidelines; share with students
- Fill out arrival, departure, and lunch times on the guides provided in this packet; Make copies to share with chaperones
- Select chaperones, provide them with the visit guidelines and chaperone guide attached in this packet
- Choose a Group Leader to be the primary contact with museum staff on the day of your visit. This person will do the following:
 - Provide adult and child count to museum staff
 - Provide payment and receive receipts and invoices as needed
 - Be the main contact between Museum staff and your organization during your visit

Day of

- Identify all students and adults with something that includes the name of your organization
- Provide chaperones with a copy of the visit guidelines and chaperone guide.
- The Group Leader should fill out the arrival form attached in this packet
- When you arrive at the museum, please stay on the bus. You will be greeted by a museum staff person.
- The Group Leader should be prepared to give the arrival form to the museum staff person, submit payment and share information about adults and children arriving separately from the group

After your visit

- Please take the time to fill out our short survey and let us know about your experience. You will receive a link to the survey in an email shortly following your field trip.
- Please submit a request for any outstanding payments for your trip

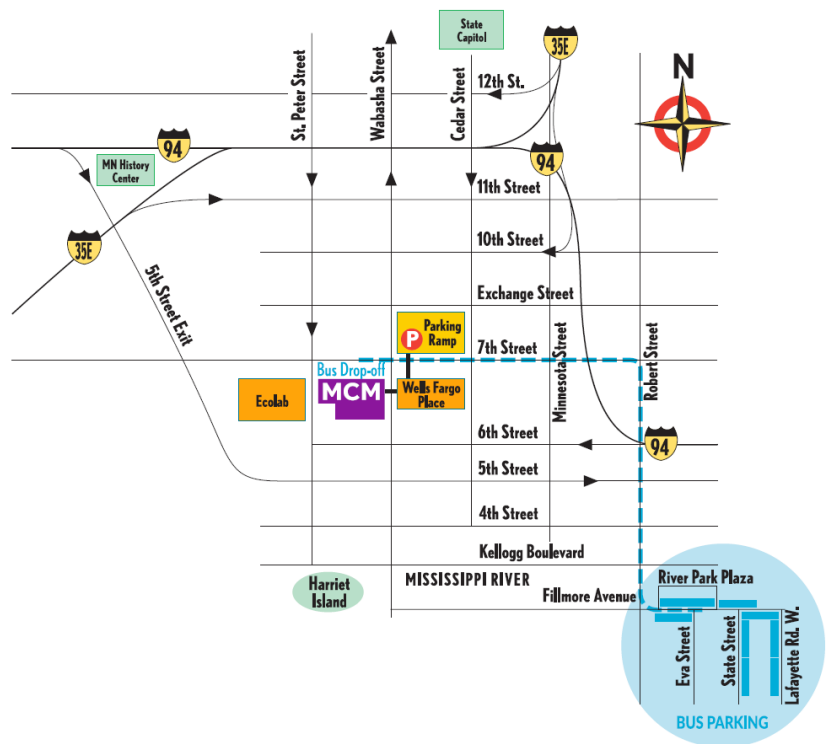
Transportation Information

Due to limited space in our bus loading/unloading zone it is important that you plan to arrive and depart at your schedule times.

Group Arrival Time:

Group Departure Time:

<p>From the West 94 East 5th Street Exit 7th Street (left)</p>	<p>From the East 94 West 6th Street Exit Wabasha Street (right) Exchange Street (left) St. Peter Street (left) 7th Street (left)</p>
<p>From the North 35E South 10th Street Exit Cedar Street (left) 7th Street (right) Wabasha Street (right) Exchange Street (left) St. Peter Street (left) 7th Street (left)</p>	<p>From the South 35E North 11th Street Exit St. Peter Street (right) 7th Street (left)</p>



Parking for buses is available on and around Fillmore Avenue, please see map for details. Buses must park where there are bus-parking signs. Additional transportation from the bus parking location to Minnesota Children's Museum is not provided.

Parking for other vehicles is available in the World Trade Center Municipal Parking ramp, kitty-corner from the Museum on 7th Street and Wabasha. Cars should enter from Wabasha Street. The cost is \$5 for three hours and \$1 per additional half hour. You must bring your ticket from the parking ramp and present it to Museum staff to receive the discounted price. *Prices subject to change.*

Visit Guidelines



Typical Group Visit Timeline:

- Arrive at Museum
- **STAY ON THE BUS** - a museum staff person will meet you
- Orientations often occur on the bus
- Upon entering the museum, drop off your coats and other items
- Split into your groups as planned
- Visit the museum
- A PA announcement will be made to call your group to your scheduled lunch time
 - Lunches are 30 min long and are available by reservation only
 - Lunches will be stored in our lunch space until your reserved lunch time
 - Lunches should be grouped together in boxes or coolers
 - There is no refrigeration available for lunches
- A PA announcement will be made to call your group at your departure time
- Retrieve your coats and items
- Depart the Museum

Rules and Safety:

Museum staff wearing orange polo shirts can help you if issues arise. They are prepared to help with questions, first aid, children who have separated from the group and much more.

The following rules are in place for all visitors to the museum to help provide a safe and fun experience for everyone:

- Please walk at all times
- Children - stay with your adults at all times
- Adults - stay with your children at all times
- If you need help, find a museum staff person in an orange polo shirt
- Have fun!

Chaperone Guide

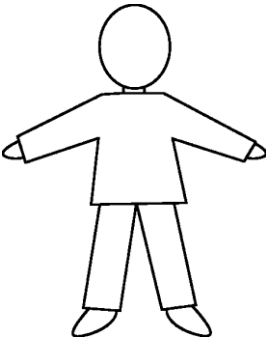
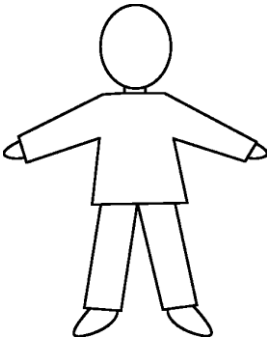
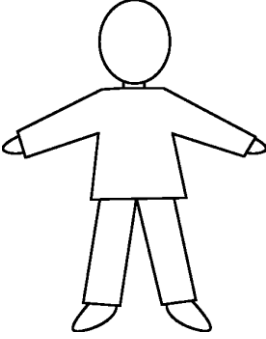
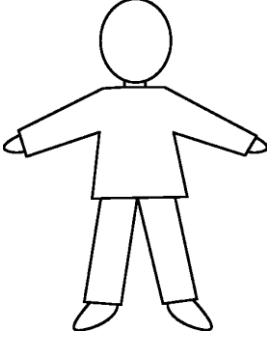
Teacher's Name:

Teacher's Phone Number:

Lunch time:

Departure Time:

Names of children in your group:

	Name: Hair Color: Shirt Color: Pants Color:		Name: Hair Color: Shirt Color: Pants Color:
	Name: Hair Color: Shirt Color: Pants Color:		Name: Hair Color: Shirt Color: Pants Color:

Your Notes: