



FIELD STUDY: KNOW BEFORE YOU GO

TEACHING TEAM



We are so excited for your trip to the Discovery Center! Please review and share the following information with your teaching team.

Check-in

Scheduled Events

Exploration

Check-Out

Check-in

- When you arrive students should REMAIN ON THE BUS.
- Send the lead teacher in to check in at the front desk. At the Front Desk, lead teacher will provide payment and get the wristbands for your school personnel. The lead teacher should be ready with...
- Number of students
- Number of school personnel
- Number of prepaid chaperones
- Groups by Teacher Name
- Our field trip coordinator will then give directions for student unloading and lunches. We will have a bin for lunches and jackets as needed. Because of limited storage space, please do NOT bring student backpacks.

Scheduled Events

- Groups - depending on your trip size, we will organize you into groups. Groups will travel together throughout the day.
- Based on your itinerary for the day, you will be guided to scheduled events by group.
- Stations - We can hold 1-2 classes per station and will run 2 stations simultaneously.
- Lunch - We have set aside 30 minutes for your lunch. Please be sure that you are ready for lunch when it is your time as we often have schools scheduled back to back.

Exploration

- During your exploration time, you have several options for organizing your play. We recommend the following:
 - Split large groups so that some are exploring the 1st floor while others are exploring the 2nd floor.
 - For maximum fun, ensure a 1:6 chaperone to student ratio. Encourage chaperones to engage with students.
 - Take advantage of the Wetlands - you can go on a wetland walk or explore Murfree Springs or detour to Nature Play outside past the lunch area for some outside fun.
 - Ask the front desk for an exhibit guide for a deeper dive into the learning goals of each exhibit.

Check-Out

- When you are ready to head out - let our front desk know - they can make an all call announcement for your group. Buses can pull up to the front door for short time periods for loading.

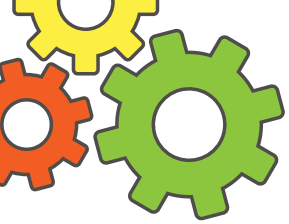




Policy Reminders

- Arrival: Please arrive on time. **If you are late, your program may be shortened.** Often, another tour is scheduled to begin when your tour ends.
- Payment: School payment is required before or on the day of the visit.
 - The cost for a Field Study is between \$9.00 and \$15.00 per person depending on the program.
 - All school personnel attending with your group will receive free admission.
 - Additional Chaperones can prepay through the school to receive the chaperone discount.
 - Adults with Discovery Center memberships are free, but children with memberships must pay the field study rate. Chaperones must bring their membership cards in order to be admitted for free.
 - **Any chaperones that do not pay through the school must pay the regular daily admission rate.**
- Format: Guided field studies include an instructor-led field study consisting of stations (number of stations may vary based on field trip theme) plus exploration in the museum. We reserve the right to split or combine classes to create an even number for education stations. We reserve the right to combine schools to effectively maximize museum space and staff. **Self-Guided Field Studies only include exploration of museum.**
- Exploration: All field studies include exploration time within the museum. During exploration time, students must be chaperoned in small groups. **Please maintain a 1:6 adult to child ratio.** Your teachers may choose to allow them to play in certain exhibits/floors for a time period and then move onto another exhibit/area or have free exploration of the whole museum for the entire exploration time. Splitting classes between floors is suggested for large groups for the best experience.
- Lunch: Should you decide to have lunch at the Discovery Center, you may use the tables at the covered patio.
 - Guided Field Studies **will be scheduled a 30 minute lunch period.** Please be ready for your lunch as groups are typically scheduled back to back.
 - In the event of inclement weather, indoor eating areas will be made available after all regularly scheduled programs have finished. Our outside seating is open year round for temperatures between 40°C and 95°C. Please help us by thoroughly cleaning the area before you leave. We have compost, recycling, and trash bins available.
- Cancellation/ No-Show: Groups may cancel or reschedule up to two (2) weeks prior to the scheduled program without incurring a fee. **Groups that cancel within fourteen (14) days or groups that No-Show will be charged a \$50.00 cancellation fee.** An invoice for this fee will be mailed directly to the school. Additionally, if any changes need to be made in regards to the number of students attending please let us know so we ensure that we have sufficient staff and supplies available. If you need to cancel due to school being out for weather or illness please talk with the scheduling department to reschedule your trip at no cost.





FIELD STUDY: KNOW BEFORE YOU GO

CHAPERONES



We are so excited for your trip to the Discovery Center!
Below is information about your visit.

Arriving to the Museum

- Please try to arrive to the museum 15 minutes prior to your group.
- When you arrive, you must check-in at the front desk before joining your student. Our staff will ask what school, grade, and teacher you are with to help you know where to meet your group when they arrive.
- Prepaid Chaperones will receive wristbands from the lead teacher when the school arrives. Chaperones who pay the day of will receive a wristbands at the door. Wristband must be worn for the duration of your visit.



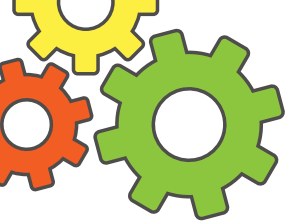
Field Study Guest Expectations

1. Follow all Discovery Center Rules:
 - **Stay Together** (kids and grown-ups)
 - Always use your **Walking Feet**
 - Return Exhibit items to their homes
 - Slide is **1 at a time, feet first, on your bottom**. Shout "All Clear!" when you've reached the end.
2. Engage and interact with the students and exhibits!
 - If you'd like an exhibit guide for ideas, ask the Front Desk.
3. Listen for the announcements and to your teachers.
 - Often times, Discovery Center has more than one Field Study group. Listening to the announcements and talking with the teacher can keep you on schedule.
4. Remember that you are sharing the space.
 - Our museum is still open for general admission during your Field Study, including babies and toddlers. Please keep students mindful of other guests that are exploring the museum.
5. **Tiny Town and LEGO Lab are closed to Field Trip students.**

If you have questions, please ask a staff member! We're here to help.

Other Chaperone Details

- **Carpooling is strongly encouraged.** Additional parking is located behind Discovery Center.
- Chaperones must prepay through the school to receive the chaperone rate. Any chaperones that pay the day of may use their Discovery Center membership for entry or they must pay the regular admission rate.
- We **do not** have a restaurant or food available for purchase onsite other than small snacks and drinks. Please plan lunch with your group accordingly.
- Field Study guests also get a 10% discount in our Gift Shop!



EXPECTATIVAS PARA LOS VISITANTES DEL MUSEO EN EL VIAJE ESCOLAR



¡Estamos muy emocionados por su visita al Discovery Center!
A continuación, encontrará información importante sobre su visita.

Al llegar al museo

- Por favor, llegar con 15 min de anticipación antes que su grupo.
- Al llegar, haga "Check-In" en recepción antes de proceder a seguir a su grupo. Le preguntaran lo siguiente. ¿A que escuela pertenece?, ¿En que grado esta su estudiante?, y ¿Con que maestro/a se encuentran hoy? Todo para poder darle las indicaciones necesarias.
- Los acompañantes (chaperones) que pagaron con anticipación recibirán sus pulseras con el maestro/a. Chaperons que NO pagaron anticipadamente deberán pagar en recepción y ahí mismo recibirán su pulsera. Se deben usar en todo momento durante el viaje escolar.



Field Study Guest Expectations

1. Seguir todas las reglas del Discovery Center:
 - **Siempre quedarse juntos** (niños y adultos)
 - Siempre **Caminar**, nunca correr
 - Devolver todos los juguetes a las exhibiciones y áreas a donde pertenecen
 - En el tobogan/resbaladilla siempre **ir una sola persona a la vez, estando sentado mirando al frente y al llegar al final gritar "All Clear!" o "despejado"** para hacer saber a la persona siguiente que puede continuar
2. Interacción con los estudiantes y las exhibiciones!
 - Si te gustaría una guía o un tour alrededor del museo y sus exhibiciones, pregúntele a los trabajadores en recepción.
3. Escuchar atentamente a los anuncios y a los maestros.
 - La mayor parte del tiempo el Discovery Center tiene más de un viaje escolar de diferentes escuelas planificados para el día. Escuchar a los anuncios y mantener comunicación con los maestros ayudará a mantenerlo informado del horario planificado para el viaje.
4. Tener en cuenta que usted está compartiendo un espacio.
 - Nuestro museo sigue abierto para el público de admisión general durante su visita de viaje escolar, esto incluye a bebés y a niños pequeños. Por Favor mantenga a los estudiantes conscientes de los otros visitantes que están explorando el museo.
5. **El área llamada Tiny Town y LEGO Lab está completamente cerrada para los estudiantes del viaje escolar.**

Si tiene alguna pregunta no dude en contactar a cualquier empleado del museo, aquí estamos

Otros Detalles para los acompañantes (chaperones)

- **Se recomienda compartir vehículos.** Por ejemplo ir con compañeros y amigos si es posible. Pero de todas formas hay disponible estacionamiento extra en la parte de atrás del museo.
- Los chaperones deben pagar anticipadamente para tener "chaperone rate". Cualquien chaperon que pague el mismo día puede utilizar su membresía si tiene una. O si no, puede pagar admisión y tiquete regular.
- **No tenemos restaurantes ni ferias de comida**, solo venta de snacks y chucherías pequeñas. Así que planifique su almuerzo con su grupo tomando esto en cuenta.
- Los visitantes tendrán un 10% de descuento en la tienda de regalos durante su visita. (Solo productos, el descuento no se aplica a comida y bebidas).

