

Field Trip Logistics

Academic Year 2009-2010



Please print this page for your reference - it is yours to keep.

Confirm that you have read and understand the guidelines below by signing the attached Field Trip Admission Form. Bring the completed form on the day of your visit to be admitted to the Academy.

Arriving at the Museum

- » **Parking & Unloading:** Cars may park on surface streets for a limited time or in the underground city garage. We do not validate parking. The bus loading/unloading zone is located at the front of the Academy. City parking for buses is available behind the Music Concourse Band Shell for a low fee.
- » **Entry:** Please have your Field Trip Admission Form completed. A Guest Services staff member will meet and direct your group to the appropriate line. Due to heavy crowds, expect entry to take at least 10 minutes.

Behavior Expectations

- » **Student Reminders:** Stay with your chaperone and group at all times. Be respectful of the living animals and other visitors by walking, talking quietly, and not tapping on the glass. Do not eat or drink in the exhibits.
- » **Chaperone Reminders:** Stay with the students at all times and act as a role model.

Inside the Academy

- » **Reserved Programming:** If you have pre-scheduled a Student Lab, Docent Preview, or Rock Program, an Academy Educator will meet your group in the Entrance Lobby near the Piazza.
- » **Planetarium:** School groups may only attend a Planetarium show if they have a reservation. Please arrive approximately 15 minutes before your scheduled time in order to be seated.
- » **Daily Exhibit Presentations & the Hearst Theater:** Schedules can be obtained in the lobby on the day of your visit. If you decide to attend one of the presentations, we ask that you stay for the entire program, which typically lasts 15 minutes, because leaving disrupts the program for other visitors.
- » **Safety & Security:** For lost children or first aid, please go to the Security Office located near the alligator Swamp or flag down the closest security guard in the exhibits.
- » **Lunches:** You may eat lunch outside in the Music Concourse, or in the Academy Gardens. Tables on the west garden patio are reserved for café guests. No open food or drink is allowed on the exhibit floor. Storage for lunches is unavailable.
- » **Re-entry:** If anyone in the group wishes to leave the building and re-enter, they must get their hand stamped at the Guest Services Desk in the Entrance Lobby. Students may not leave or enter the Academy without a teacher or chaperone.
- » **Cameras:** You may take pictures most places in the Academy. Please do not use a flash and do not take pictures at all where signs forbid it.
- » **Other Services:** For lost and found items, go to the Coat Check in the Entrance Lobby. An ATM is also located there. Wheel-chairs are available on a first-come, first-served basis for those in need. A family restroom is located on the main floor near the Swamp.

Field Trip Admission Form

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Please print this page.

You must give this completed form to a Guest Services staff member before being admitted into the Academy. Remember that you must have a minimum of one adult for every 8 students.

School Group Information

Date of Trip: _____ **Time of Arrival:** _____

School Name: _____ **Grade(s):** _____

Teacher Name(s): _____

Cell Phone Number while at the Academy: _____

Updated Attendance

How many people are in your party today? Actual headcount:

Students: _____

Adults: _____

Total: _____

If you have more people in your group than in your reservation, you will be asked to pay the additional fee at the door.

We regret that refunds cannot be given if the headcount is lower than initially expected.

Acknowledgement of Understanding

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I have read and understand the Field Trip Logistics for academic year 2009-2010. I accept full responsibility for the safe and orderly conduct of my group. I understand that if we violate the behavior expectations we may be asked to leave the Academy.

Printed Name: _____

Signature: _____

Date: _____