



Dear Educator,

We're excited for your visit at Thanksgiving Point. You, your students and chaperones will have a wonderful time experiencing the scientific processes and thinking skills by exploring the many wonders of the world.

For a successful field trip, please review the checklist below. After you have reviewed these guidelines and you still have questions please contact Kathy Rutland at krutland@thanksgivingpoint.org

Field Trip Checklist

Important Policies:

- Have 1 chaperone for every 4 students. Your admission will be jeopardized if you do not have the right adult supervision.
- Extra adults will have to pay full price or use their membership card.
- No other children or siblings are allowed on the field trip.
- Payment in full is required at each venue individually on the day of your visit. See your contract for rescheduling and cancellation policies.
- Please be on time. If your group is more than 30 minutes late, it will be considered cancelled and no refund will be given.
- Thanksgiving Point does not have any official place for large groups to eat lunch, so please see our policy website for details if this applies.
- Know where you are going! Thanksgiving Point has two main areas, so please see our website for directions and bus parking.

Before Your Visit:

- Go over expectations with your chaperones and make sure they know they are the facilitators of their group of students. There are chaperone guides on the website for your support.
- Divide into groups of one chaperone for every 4 students.
- Go over expectations of behavior with your students.
 - No climbing on the displays
 - No running, rough play or loud voices
 - Stay with chaperone
 - No food or gum in the museum
 - Be respectful of other guests
 - Leave everything (jackets) on the bus
- Communicate to bus drive directions and where to park.



During Your Visit:

- Arrive 15 minutes early for your field trip to meet the education staff.
- Stay on the bus to receive instructions from the education staff.
- Be prepared with final count of students and adults attending venue. This includes teachers.
- Leave food and other belongings on bus.
- Organize students into groups.
- Let bus drivers know they are free to attend the venue.
- Remind chaperones to engage with their groups at all times. Have them get a facilitation card from the education staff.
- Explore the venue and have fun!

After Your Visit:

- Share your experience with your family, friends and each other.