FIELD TRIP SCHEDULE

(Check your group's customized schedule to fill out this form for your chaperones.)

Program & Location	Program & Location
10:15	12:05
10:30	12:30
10:35	12:50
11:00	1:15
11:20	2:00
11:45	2:30

Chaperone Tips

- 1) Remember the Rules! Please walk in the museum, respect exhibit boundaries, food and drink must be kept in designated areas, and children must stay with their chaperones at all times. *Disruptive behavior will not be tolerated* and you are responsible for the behavior of the children placed in your care.
- 2) Lost Child Procedure: Report directly to a security guard (Ground Floor or Main Entrance) or Academy staff person (all exhibits). Provide us with the name of the school, the name of the child, and we will take care of the rest.
- 3) **Restrooms:** Located on the **Ground Floor** (near the restaurant), on the **2nd floor** (Asian Hall), and on the **3rd floor** (Endangered Species Hall).
- 4) **Lesson/exhibit locations:** the location of all scheduled activities will be reviewed with you upon arrival.
- 5) Extra-cost activities: certain exhibits/activities in the museum are restrained by space limitations (Butterflies!, Outside In, Big Dig, Discovery Lessons). Reservations must be made in advance by the group leader.
- 6) **Lunch Procedure:** Please <u>arrive on time</u> (*not too early, tables may not be clean for you yet*) and be prepared to <u>leave on time</u> (there may be another group scheduled right after you).
- 7) **Gift Shop:** Located in the Main Lobby near Dinosaur Hall.
- 8) **Fire Alarm Procedure:** Please stop and gather your kids and make your way to the nearest exit. Elevators will not be available, but Academy staff will be walking through the museum to provide direction and help those with strollers and wheelchairs.

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