

The Academy of Natural Sciences

Dear Teachers & Group Leaders,

Thank you for choosing the Academy for your group's field trip. To prepare for your visit, please read this letter in its entirety and review the following contents of your confirmation package:

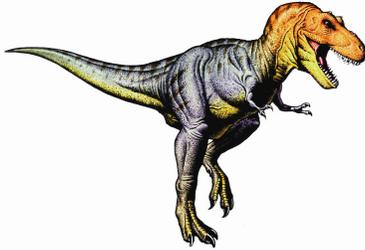


Illustration by Robert F. Walters

Scheduled Activities
Blank Field Trip Schedule
Museum Map
Information for Parents and Chaperones
Directions to the Academy
Evaluation Form



ACTIVITIES THAT MUST BE RESERVED IN ADVANCE

Lunch time 30 minutes in our Commons Room

Butterflies! Enter a tropical garden and surround yourself with beautiful live butterflies.

Outside In Meet some of our live animals, sift for shark teeth, see a pond from the bottom up, and more in our children's hands-on nature center!

The Big Dig Students can strap on a pair of goggles, grab a chisel and brush, and dig for fossils just like real paleontologists in Dinosaur Hall!

Discovery Lessons Enjoy a private class taught by Academy teachers. Students will participate in in-depth investigations of the natural sciences.

Please inform your chaperones which exhibits they CAN and CANNOT visit according to the schedule of reserved programs you received in the mail .

If anything is missing from your reservation, or if you would like to add any programs call the **Reservations office** at **215-299-1060** prior to your scheduled arrival. We will make alterations to your reservation, depending on availability.

Payment for group visits and all additional programming are due in full upon arrival. The museum reserves the right to turn away groups for insufficient funds. **Cancellations must be made a minimum of 2 weeks prior to visit. Cancellations within 2 weeks of scheduled visit are still invoiced for lessons and gallery program fees.** Overpayments by check are refunded by check back to the original account. Museum Memberships cannot be combined with group visits. Other discounts, coupons, and affiliate memberships are not applicable with group admission.

Welcomes You!

DAY BEFORE YOUR TRIP

Fill out the **Field Trip Schedule** and make copies of the schedule and the **Museum Map** for your chaperones. Remember, if you are bringing a large group it is likely that chaperones will not all follow the same schedule (different lunch times, different lesson times, etc).

Here are some helpful tips:

- Refer to the *Scheduled Activities sheet* that you receive from us. Make sure these events are filled out by you on the included *Field Trip Schedule* page.
- Make sure arrival time to scheduled activities and departure time from the Academy is clearly noted.
- How about Gift Shop time? The shop is not large, so do not send everyone at once!
- You may even schedule when each group should visit the different exhibits (Dinosaur Hall, Live Animal Center, North American Hall, etc...)

Being on time is very important, especially for programs and for lunch, so please communicate this to your staff and chaperones and give them all the information they will need.

FIELDTRIP DAY!

- 1) Enter the museum through our **Group Entrance** on 19th Street; let your bus drivers know not to stop on the Parkway.
- 2) Make sure each chaperone has their **Field Trip Schedule, Chaperone Guide, and Museum Map** and knows which students are in their care for the day.
- 3) Have an accurate **head count** of both children and adults prior to check-in.
- 4) Academy staff will direct you to the Commons Room to **unload lunches**. All food and drink **MUST** be kept there; no food or drink is allowed on the museum floor.
- 5) Academy Staff will provide a **group orientation**, answer questions, and direct you to the cashier.
- 6) **Collect money BEFORE going to the Admission Desk** so any extra parents can be guaranteed the group rate and group schedule. Cash, checks, credit cards, and purchase orders are acceptable.
- 7) At the end of your visit, please fill out the **Field Trip Evaluation** form and turn it in at the 19th Street Entrance.

Due to limited space, please makes sure that individual lunches are boxed together and labeled.

Please review the museum **RULES** prior to museum arrival: remind your children to walk through the museum, to respect exhibit boundaries, and to stay with their chaperones at all times.

If you have any questions, do not hesitate to call us at 215-299-1060.

Sincerely,
The Visitor Services Staff