

Field Trip Agreement

Before your trip to ScienceWorks, please take a moment to review the following with your staff, chaperones, and students to ensure a safe and fun experience!

Prior to your Visit

- Ensure that your group has at least 1 adult per 5 students.
- Teachers will arrive with student, staff, and adult chaperones' total head count.
- If your group would like to eat lunch or a snack during your visit, outdoor picnic tables are available for your use.
- ScienceWorks requires a written notice of cancellation at least 24 hours prior to your start time, or your group will be subject to a \$50 cancellation fee. To cancel or modify your reservation, please email education@scienceworksmuseum.org
- If your group arrives more than 20 minutes late, your workshop will be canceled, and you will be offered a museum visit only. ScienceWorks staff will do their best to accommodate your group staying a full 2 hours (outside your original time slot), but cannot guarantee it, due to other groups that may be visiting the museum that same day.

During your Visit

- All small groups must stay together and be supervised at all times by a chaperone or member of your staff.
- Students will not run while exploring the museum.
- All children under the age of 13 must be supervised at all times by a chaperone or member of your staff.
- Students will only use museum exhibits with their intended use.
- Exhibits that are behind glass, behind a barrier, or hanging from the ceiling, are not available.
- If there are any questions about an exhibit or how an exhibit works, please locate a ScienceWorks staff member to assist.

After your Visit

- Teachers will be responsible for ensuring that all students are gathered and ready to leave by their allotted time. ScienceWorks staff members are not responsible for ensuring that all students are accounted for and on your bus.
- ScienceWorks staff members are happy to assist chaperones, or staff, if asked to do so.

