

# THCM Field Trip Policies

**Important information- Please read before your visit. You are responsible for following all Field Trip Policies.**

## Admission and Payment:

- Pricing:
  - Children- \$5
  - Teachers, Aides and Bus Drivers- FREE
  - All chaperones- \$3
- To minimize confusion for teachers, students and museum staff, the Terre Haute Children's Museum will not accept memberships, admission tickets or discounts during field trips.
- **All chaperones must be on the Chaperone List. This list will need to be provided to the museum prior to your visit. Chaperones not on this list will be charged \$7.**
- **Please make us aware if chaperones are paying for themselves or if you will be paying for them.**
- We have two payment options:
  - Day of visit- Numbers of students must be confirmed prior to visit.
  - Invoice sent to school after visit- Numbers of students will be confirmed day of visit.

## Chaperones:

- For every five children, one adult is REQUIRED to chaperone.
- All chaperones are charged a \$3 admission fee if they are on the chaperone list. Additional siblings or children are \$5.
- ***Chaperone parking is located on the street for two hours, or in parking garages located on 8<sup>th</sup> St and Cherry Ave and the 600 Block of Wabash Ave. Please do not park along 8<sup>th</sup> St, as this is where our school buses are asked to park. The back parking lot belongs to the Candlewood Suites and they will tow; please do not park there***
- **Due to new safety policies and procedures, we require a Chaperone List for all chaperones attending the field trip. Chaperones not on the list will be treated as "childless adults". They will be asked to give us their ID to hold, sign-in, and will be charged a \$7 admission fee.**

## Trip Planning:

- **Your field trip is not confirmed unless you have received a packet.** This contains a Confirmation Letter, Chaperone Letter, Museum Map and Rules and a Parking Guide.
- A 5:1 child to adult ratio is **REQUIRED** when visiting the museum. Please make sure all chaperones have received a Chaperone Letter.
- Chaperones are expected to stay with their group of children and facilitate appropriate behavior in the museum.

## Cancellation and Rescheduling Policy:

- If you need to cancel or reschedule your field trip, please notify us as soon as possible. We will do our best to reschedule your field trip.
- If you need to cancel your field trip, please call (812-235-5548 Ext: 24) or e-mail (akoester@terrehautechildrensmuseum.com) us before 10AM on the day of your trip. If you do not notify us of your cancellation, a \$25 cancellation fee will be sent to your school and your school will be asked to pay the fee.

## Lunch:

- There are three lunch options for field trips.
  1. No lunch at the museum. (No charge)
  2. Sack lunch provided by you. (\$1 per person)
  3. Lunch provided by an outside caterer. Please contact Abby for more information.
- Lunch space is limited in the museum and your group may be asked to split into two groups to eat lunch. Lunch space and times are non-negotiable.
- Other food and drink are not allowed in the museum. Snacks need to be eaten before or after your visit to the museum.

## Getting to the Museum/Parking:

- We have a designated field trip drop-off zone located in the rear of the building. Buses are asked to enter from 8<sup>th</sup> St. and drop off students at the field trip entrance. Afterwards we will have parking available on 8<sup>th</sup> St.
- Museum staff will meet you at the field trip entrance in the rear of the building and direct you to your orientation space.
- **Please inform your bus drivers of the museum's field trip entrance behind the museum with the yellow awning. All field trips should use this entrance and exit. Please enter from 8<sup>th</sup> Street.**
- ***Chaperone parking is located on the street for two hours, or in parking garages located on 8<sup>th</sup> St and Cherry Ave and the 600 Block of Wabash Ave. Please do not park along 8<sup>th</sup> St, as this is where our school buses are asked to park. The back parking lot belongs to the Candlewood Suites and they will tow; please do not park there.***

## Late Arrivals

- Please arrive at your designated arrival time. This will help ensure that you group and other groups will have adequate time to visit the museum and see everything we have in store for you.

- If you find you will be more than 10 minutes early or late, please call the museum ((812)235.5548 Ext. 24) and notify us of when you believe you will arrive. *We operate on a tight schedule and cannot extend your stay if you arrive late.*

#### **While at the Museum:**

- We will conduct a short (5-10 minute) orientation upon arrival. All students, teachers and chaperones are asked to attend.
- Museum Rules will be included in your Confirmation Packet. Please review rules with your students before your visit.
- A Chaperone Letter will also be included in your packet. Please fill one out for every chaperone and send it to them prior to the visit. The chaperone letter will help your chaperones be responsible for your students.
- The parking map is crucial for your bus drivers. Please make sure they know where to enter, drop-off students and park.
- **ADULTS MUST BE WITH CHILDREN AT ALL TIMES!**  
**Museum staff reserves the right to correct inappropriate behavior.**
- If your group does not follow guidelines, we will contact your administrator and your group may be asked to leave the museum.