

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 - \$6
 - 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 \$8.**
- We have two payment options:
 - Invoice sent to school after visit- Numbers of students & Chaperones will be confirmed day of visit.
 - Day of visit - Teachers must collect chaperone money and pay the museum in one (1) transaction. The museum will no longer collect money from individual chaperones; this is the responsibility of the teacher and/or school.

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.
- Chaperones are expected to stay with their group of children and facilitate appropriate behavior in the museum.
- **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 an \$8 admission fee.**

Cancellation and Rescheduling Policy:

- If you need to cancel your field trip, please call (812-235-5548) or e-mail (tjacks@terrehautechildrensmuseum.com) before 9AM EST 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.
- 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.

Lunch:

- There are two lunch options for field trips.
 1. No lunch at the museum. (No charge)
 2. Sack lunch provided by you. (\$1 per person)
- 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 8th St. and drop off students at the field trip entrance. Afterwards we will have parking available on 8th St. **Do not park the bus first** unless directed by a museum staff member.
- 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 8th Street.**
- ***Chaperone parking is located on the street for two hours, or in parking garages located on 8th St and Cherry Ave and the 600 Block of Wabash Ave. Please do not park along 8th 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. ***We operate on a tight schedule and cannot extend your stay if you arrive late.***
- ***If you find you will be more than 10 minutes early or late, please call the museum (812-235-5548) 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:

- **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.**