

## Cancellation Policy

The Museum requires **48 hours advance notice prior to any cancellation** or other changes to a reservation. Without prior notification the original total will be expected upon arrival. Adjustments of 10% or fewer students are acceptable without penalty. No cash refunds will be given.

If your group is over its reservation number on the day of your field trip, payment will be expected upon entrance to the Museum.

To reschedule, change reservation number or cancel your field trip, please contact our groups sales department at **(305) 646-4222** or [groupsales@miamisci.org](mailto:groupsales@miamisci.org).

## General Information

### **Parking**

Museum staff will direct bus drivers to the appropriate parking spaces within our parking lot. It is recommended that buses remain on the premises during the group's visit.

### **Hours**

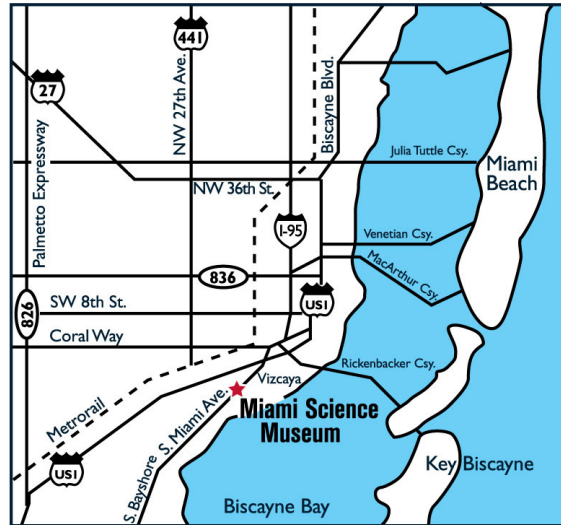
The Science Museum is open to the general public from 10 a.m. to 6 p.m., seven days a week. The Museum is closed on Thanksgiving Day and Christmas day.

### **Storage**

A non-refrigerated space will be provided for groups to store their lunches. Please leave backpacks and other large items on the bus.

### **Eating Areas**

Groups will be seated at picnic tables located in Science Park. Indoor seating will be provided in the event of inclement weather.



### **Directions to Miami Science Museum**

The Miami Science Museum is located at 3280 S Miami Ave, Miami, FL 33138, across the street from Vizcaya. There are two entrances; one along S Miami Ave and one off of US-1.

From the north, take I-95 to Exit #1 and follow signs to Museum/Planetarium.

From the south follow U.S. 1 and make a right just before the split with I-95.

If using public transportation, ride the Metrorail to the Vizcaya Station.

### **Important Contact Information**

**Reservations:** (305) 646-4222

**General Information:** (305) 646-4200

**Website:** [www.miamisci.org](http://www.miamisci.org)

**If you are running late for your field trip, please let us know! Call (305) 646-4234.**

For the complete Field Trip Program Guide, please visit our website:

[www.miamisci.org/www/fieldtrips.html](http://www.miamisci.org/www/fieldtrips.html)



The Miami Science Museum is funded with the support of the Miami-Dade County Department of Cultural Affairs and the Cultural Affairs Council, the Miami-Dade County Mayor and Board of County Commissioners.

## Chaperone Checklist and Guidelines



# Field Trip Checklist

## Before Your Field Trip

- Visit the Miami Science Museum website, [www.miamisci.org](http://www.miamisci.org), to review our offerings.
- Pick 3 potential days for your field trip.
- Confirm permission for the trip with school administration and make transportation arrangements.
- Fill out the registration request form at [www.miamisci.org/www/fieldtrips.html](http://www.miamisci.org/www/fieldtrips.html) or call our **Group Sales Department at (305) 646-4222** at least 2 weeks prior to your preferred date.
- Our Group Sales Coordinator will call to confirm receipt of your reservation request and send an invoice.
- Submit \$75 non-refundable deposit 10 days prior to your visit. Deposits can be made by credit card or check payable to **Miami Science Museum**.
- Review Field Trip Planning Guide and Chaperone Guidelines.
- Distribute and collect permission slips from students.
- Discuss field trip with students, including pre-visit classroom activities.

## Before You Leave School

- Get an exact group count.
- Collect any money from additional individuals not included in your original count.
- Designate a group leader
- Assign one chaperone for every 10 students and distribute Chaperone Checklists for review prior to your arrival at the Museum.
- Label lunches and place in large bags, bins, or boxes.

## When You Arrive at the Science Museum

- Make sure that all chaperones have reviewed the Chaperone Guidelines and are aware of the group of students they will be responsible for.
- Remain seated on the bus until a Museum representative has boarded the bus and given you further instructions.
- The lead teacher should check-in at the box office with an exact count of students and chaperones to make the final payment.
- Remove lunches from bus and leave in designated area inside the Museum lobby.

# Chaperone Guidelines

Chaperones play an essential role in creating a positive visitor experience. As a chaperone, your supervision is required to monitor and maintain the good behavior and safety of the students in your group. **If students are out of control or chaperones fail to follow through on their responsibilities, groups will be asked to leave and no refunds will be issued.**

## Responsibilities of Chaperones

- While at the Museum, you are required to stay with the students assigned to you and to guide them through the exhibits. Students should NEVER be unattended.
- It is your responsibility to maintain the good behavior and safety of the students in your group. Encourage students to adhere to the Behavior Guidelines outlined below.
- Check with the group leader if there are certain exhibits or activities the students must see or do during the visit.

## Behavior Guidelines

- Good behavior and consideration of other Museum visitors are expected.
- Encourage students to be courteous and respectful by talking quietly and walking, not running through the Museum.
- Do not write on walls, windows, or exhibits.
- Do not climb on exhibits, railing, or ledges.
- When viewing animals, keep hands outside the cages, and refrain from tapping or banging on the glass or cage.

## Suggestions for Chaperones

- Get Involved! Exploring science is for adults too! Go ahead and push buttons, turn dials, pull knobs, and play with all the interactive exhibits. Watching you play with an exhibit often encourages and stimulates the students to do the same.
- Remind students to keep track of you. Let them know that as long as they can see you, they're okay; if they can't, they have gone too far and need to return to your general location.
- Wear comfortable clothes and shoes.

