



## Recommendations and Tips for a Successful Field Trip to The Children's Museum, Seattle

### A few months out . . .

- \_\_\_ Contact TCM's Group Event Coordinator at 206.576.2314 with questions and date availability
- \_\_\_ Calculate cost (including transportation) and get approval for the field trip from your principal/executive director
- \_\_\_ Contact TCM's Group Event Coordinator at 206.576.2314 to book your group visit
- \_\_\_ Pass along TCM invoice to school office or organization's account payable so payment can be made on day of visit (cash, credit, check or PO)
- \_\_\_ Reserve buses or finalize transportation arrangements
- \_\_\_ Establish how money will be collected from parents (by teacher or office)
- \_\_\_ Ask parents if they'd like to chaperone and establish chaperone numbers based on TCM required ratio (1 to 5 for ages birth to 4; 1 to 7 for ages 5 and up)

### One month out . . .

- \_\_\_ Once chaperones have confirmed, assign groups of kids to each chaperone based on TCM required ratio
  - \* Fun note – if a student has a parent going, let him/her choose 1-2 people for his/her group.
  - \* If you have enough chaperones, don't assign yourself a group. That way, you can have more fun circulating the Museum and trouble shooting.
- \_\_\_ Prepare a packet for chaperones including the following information:
  - Some basic TCM information and rules:
    1. In and out privileges at TCM are as a group. A chaperone may not leave his/her group of children alone in the Museum.
    2. All hot beverages must be in spill proof, lockable lids (no paper cups). Travel mugs work great!
    3. TCM has 11 permanent exhibits and 1 traveling exhibit. Be sure to spread out! And, try to spend **at least** 10 minutes in each exhibit before moving onto the next. There is lots to explore!
  - The schedule for the day of including meeting place, lunch time and location, etc.
  - Group list including the names of kids each chaperone is responsible for and cell phone numbers for teachers



# The Children's Museum, Seattle

*The Kenneth and Marleen Alhadeff Exhibit Center*

## One week out . . .

- \_\_\_ Review group lists for changes
- \_\_\_ Make copies of packets for all chaperones
- \_\_\_ Double check with transportation
- \_\_\_ Double check with school office or organization's account payable that payment is in order for day of visit
- \_\_\_ Create identification badges for children and chaperones – include the school/organization name and chaperone's name

## Day before . . .

- \_\_\_ Review with students behavior expectations and remind them to bring a sack lunch
- \_\_\_ Contact all chaperones to remind them where and when to meet and answer any questions
- \_\_\_ Provide a storage container for each group's lunches (labeled garbage bags or boxes work great)

## Day of . . .

- \_\_\_ Get current head count of adults and kids to inform TCM's Group Event Coordinator upon arrival at the Museum
- \_\_\_ Have chaperones check for names on lunches and put in group containers
- \_\_\_ Gather groups – hand out name tags and chaperone packets (briefly explain packets to adults and have them review on the bus ride)
- \_\_\_ Before you get off the bus, clarify with the bus driver exactly what time and where everyone must return to the bus – make sure this is also clear with chaperones
- \_\_\_ Check-in with the Group Event Coordinator at the Museum's main office (not the box office window)

\* Please have your group line up with their chaperones in the hallway, against the windows outside the Museum; Museum staff member will escort the group into the Museum

- \_\_\_ Have a fun-filled time!

## Follow-up activities . . .

- \_\_\_ Create thank you cards for chaperones
  - \* Fun note – this is also a good time to teach business letter writing to older students; ask TCM's Group Event Coordinator how you can send them to TCM's corporate sponsors – they make our Sponsored Admission and traveling exhibits possible!



\_\_\_\_ Write letters to principal or other teachers sharing the day's experiences and encouraging him/her to bring students to TCM for their next group visit