# **BEST DAY EVER**Important Field Trip Information

#### **Review your itinerary**

- Are adult and student numbers correct?
- Are requested programs or events listed?
- Is sack lunch reservation listed (if needed)?

## Arriving by van or personal vehicle?

- The museum entrance and parking are located just north of 30th Street on Illinois Street (3000 N. Illinois St., Indianapolis, IN 46208).
   All museum parking is free of charge.
- Upon arrival, gather in the Welcome Center.
   Once everyone is present, the lead teacher should check in at the museum Box Office.

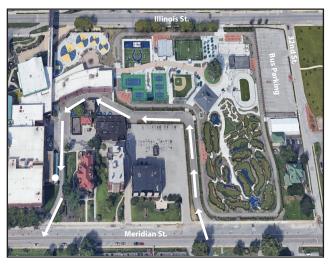
#### **Questions?**

Call 317-334-4000.

#### **Field Trip Procedures**

- Have students wear matching T-shirts or name tags.
- Pack lunches in boxes or coolers that are easy for your group to carry to our storage area.
- The lead teacher can check in while students and chaperones are unloading.
- A single payment is required or the museum can bill your school after the field trip.
- Distribute the chaperone passes to all adults who are arriving separately. Write in the date of your field trip, make copies, cut them out, and provide to your chaperones in advance.
- Your group will receive **Teacher**, **Chaperone**, and **Student** stickers when you arrive. Everyone must wear the stickers throughout the duration of the field trip.
- Your chaperones will receive museum maps when they arrive. If your group has scheduled programs, make sure they know what time and where to meet. Use the field trip schedule template on the back of this page or create your own!

#### **Arriving by bus?**



#### For the bus driver:

- Stop at the FIRST stop sign until motioned forward by the Bus Greeter.
- Move to the SECOND stop sign and unload students and lunches.
- You will be given a pager and instructions for parking and pickup.



### **School Visits: Field Trip Schedule**

Teacher: Please make a copy and complete for each chaperone attending (for school use).

Teacher's Name:	Teacher's Cell #:
Chaperone Name:	
Students in Group:	
1	6
2	7
	8
4	9
5	10
Arrival Time: Chaperones not riding the bus should wait in the Welcome Center for further instructions from the teacher or present their chaperone pass at the entry gates to unite with their school group.	Lunch Time:
<b>Departure Time:</b> Please return to the Group Arrival/Departure hallway 15 minutes prior to scheduled departure time. Museum staff will direct you to the gathering area for your school.	<b>Lunch Location:</b> School Groups Area or Food Court (Teacher, please circle location you were assigned.)
Registered Programs and Shows	
The Children's Museum of Indianapolis (Indoor)  Title	Time and Location
Teacher, if your group registered in advance for the Riley Children's Health Sports Legends	Experience® and/or Playscape®, please check the appropriate boxes. If not, make sure
your chaperones know that their group cannot visit these galleries and areas.	sanda Firmarian sa (Outdoor)
☐ Our school is registered for the <i>Riley Children's Health Sports Leg</i>	•
Scheduled Sport Program:	Time:
☐ Our school is registered for <i>Playscape</i> (Preschool Only)	
Scheduled <i>Playscape</i> Program:	Time:
★ <b>Don't miss</b> Teacher, if there are exhibits or experiences that you want to be sure all chaperones do with t For example, "Be sure students go to The Power of Children: Making a Difference® gallery o "Take students to see the Rube Goldberg ball machine on Level 1."	
	CHILDREN'S

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