

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. _____ |
| 3. _____ | 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.

Departure Time: _____

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.

Lunch Time: _____

Please plan to arrive at least 5 minutes early. Gather your group in the Group Arrival/Departure hallway until invited into the lunch area. Lunches last 25 minutes.

Lunch Location: 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.

Our school is registered for the Riley Children's Health Sports Legends Experience (Outdoor)

Scheduled Sport Program: _____ Time: _____

Our school is registered for Playscape (Preschool Only)

Scheduled Playscape Program: _____ Time: _____

★ Don't miss . . .

Teacher, if there are exhibits or experiences that you want to be sure all chaperones do with their groups, you can write those here.

For example, "Be sure students go to The Power of Children: Making a Difference® gallery on Level 3" or

"Take students to see the Rube Goldberg ball machine on Level 1."

