



theHoustonMuseumofnaturalscience

Required Teacher Admission Sheet

Please bring the following completed form, with payment, to the school check-in podium upon your arrival. If you have any questions or concerns please call the field trip line at 713-639-4659.

School Information:		Final Numbers:	
School Name:	_____	Students:	_____
Confirmation Number:	_____	Chaperones:	_____
Date of Field Trip:	_____	Teachers:	_____

Bus Unloading and Check-In:

Please arrive at least 15 – 20 minutes prior to your first timed entry. If students need to be divided into groups, this should be done before arrival.

- Buses will unload on Hermann Park Drive, near the “Bus Unloading Zone” sign. Buses should **NOT** unload on Caroline Street.
- All lunches and backpacks should be left on the bus. Arrangements for lunch and pick-up plans should be made prior to arriving at the Museum.
- Unload students and line them up at the “Teacher Reporting Point” at the steps.
- Students and chaperones (teachers/parents) should be counted and money collected prior to arriving. All adults participating on the trip are required to pay.
- Bus drivers wishing to participate in the field trip will be charged the group rate unless they are included in the original chaperone count.
- **The Lead Teacher will submit this completed form and group payment to the School Greeter Booth inside the main entrance before their group is allowed to enter.**

Caroline St.

Hermann Park Dr.



Chaperone Information:

- Chaperones must be at least 21 years of age and remain with students at all times.
- All teachers and chaperones included in the official count will pay the Field Trip rate; those **not** included in the above chaperone count will need to purchase their own tickets at the full rate, if available, on arrival.
- Chaperones should be made aware of the venues and entry times your school has booked since museum personnel are not allowed to give out this information for the safety of the students.
- Chaperones parking in the Museum Garage and planning to pay at the box office, should inform the box office attendant they are with a school for a reduced rate.

Lead Teacher Agreement:

By signing this document, I agree to ensure that all teachers, parents and chaperones visiting The Houston Museum of Natural Science are aware of the above information and the field trip guidelines provide by the Museum. I understand that a failure to follow the outlined procedures, or adhere to museum etiquette guidelines, may result in the school group’s removal from the Museum.

Lead Teacher Signature: _____