

2017-2018

# FIELD TRIP PREPARATION PLANNER



# Thank you for choosing the Houston Museum of Natural Science at Sugar Land!

Here at HMNS, education is our passion, and we're thrilled to be a part of your educational journey. With world-class exhibition halls, immersive films, hands-on labs and workshops, and STEAM-based teambuilding activities, there really is no better place for your students to enhance their education.

Your field trip is in good hands with our Youth Education Sales team. You can take advantage of a personal field trip coordinator (page 11), who can help you organize a trip that works for you and your students. Exclusive online curriculum is available at [hmns.org/curriculum](http://hmns.org/curriculum) which will help ensure that your field trip is truly educational.

Each year, we publish our Educator's Guide, available online at [hmns.org/educatorguide](http://hmns.org/educatorguide), which details all of the programs available to you and your students. Once you've used the Educator's Guide to choose your venues and activities, the Field Trip Preparation Planner is your next step for creating a memorable experience. In this planner, you will find all the information you need to prepare for your trip to HMNS, including the **Required Teacher Admission** sheet that you must bring with you on the day of your arrival.

If you have any questions, do not hesitate to contact our team at (713) 639-4659.

Best,

HMNS Staff

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## Required Teacher Admission Sheet

The following form **MUST** be brought completed 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.

- Please unload the buses at the **designated area** near the entrance door to ensure the safety of the students **before** parking the buses.
- Lunches may be brought in and stored inside the Museum until your designated lunch time.
- Unload students and line them up at the steps.
- Students and chaperones (including teachers and parents) should be counted. Money should be 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 inside the main entrance before their group is allowed to enter.**

### Chaperone Information:

- Chaperones must be at least 21 years of age and remain with students at all times.
- A chaperone is required for every 10 students. The group may not exceed 10 students.
- All teachers and chaperones included in the official count will pay the field trip rate.
- Adults **not** included in the above chaperone count will need to purchase their own tickets at the full rate, **if available**, upon arrival.
- The lead teacher must inform all chaperones of the venue and entry times for your reservation. Museum personnel are not allowed to give out this information for the safety of the students.

### Lead Teacher Agreement:

By signing this document, I agree to ensure that all teachers, parents, and chaperones visiting The Houston Museum of Natural Science have read the above information and the Museum Etiquette guidelines (page 3). 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:** \_\_\_\_\_

## **Museum Etiquette**

To ensure that all Museum visitors have an optimal experience, and out of respect for our collections and the safety of others, **we ask that all HMNS patrons adhere to the following guidelines:**

- Keep your hands and feet to yourself.
- Keep a safe distance from objects, walls, cases, artifacts, and photographs. The oils, salts, and acids in our sweat can damage works of art and artifacts.
- Picnicking is **restricted** to the fenced-in lawn located at the back of the Museum.
- The playground and south field are private property and may **not** be used.
- Be respectful of other visitors to the Museum by using a quiet voice when walking through the Halls.
- Cell phones must be turned off or silenced while in the Halls.
- Food, drinks, and chewing gum are not allowed in the Halls.
- Students are not permitted to run or jump in the Halls.
- Please refrain from blocking exit and/or entryways throughout the Museum.
- While viewing exhibits, please allow space for other patrons to safely pass.

## **Classroom Etiquette**

Please note that classrooms have limited space. If a group has more chaperones than anticipated, there is no guarantee that all chaperones will be able to join the class.

Remember that classes are designed for specific grades levels, so we ask that this be kept in mind when considering younger siblings. Our aim is to provide a superior learning experience for students, so please be respectful of class activities (turn off cell phones, limit conversation with others, etc.)

Teachers and chaperones are responsible for the behavior of their students and children during their visit to the Museum. We thank you in advance for ensuring that our Museum remains in good condition and is safe for all visitors to enjoy.

**Failure to adhere to the Museum and Classroom Etiquette Guidelines, may result in your group's removal from the Museum without receiving a refund.**

## Field Trip Checklist

### Two to four weeks prior to trip:

- Complete required school documentation (field trip permission forms, transportation forms, etc.).
- Secure chaperones for trip; at least one chaperone for every ten students. Groups should not exceed 10 students. **Chaperones must be 21 years of age or older.**
- Coordinate transportation with your district.
- Download online curriculum at [hmns.org/curriculum](http://hmns.org/curriculum).
- If possible, visit the Museum ahead of time to familiarize yourself with the location.

### The day before your field trip:

- Adjust final count of students, parents, teachers, and chaperones. Write this number on the **Required Teacher Admission Sheet** (p. 2). All participants who are included in your school's payment (students, parents, chaperones, and teachers) should be counted on that sheet.
- Adults **not** included in the chaperone count will need to purchase their own tickets at the full rate, **if available**, upon arrival.
- Assign students to groups. One chaperone is required for every ten students. The group may not exceed 10 students.
- Prepare payment. Final payment is due upon check in.
- Review the Museum and Classroom Etiquette guidelines with your students and chaperones (p. 3).
- Ensure that all chaperones have a copy of the Museum Map (p. 8) and your field trip itinerary.
- Distribute curriculum to students along with necessary materials.

### The day of your field trip:

- Ensure that all chaperones have a copy of the Museum Map (p. 8) and your field trip itinerary.
- Once unloaded, students will line up outside the main entrance while the lead teacher enters the Museum to check in.
- During check in, the lead teacher will provide a final count, payment, and the **Required Teacher Admission Sheet** (p. 2).
- Once checked in, chaperones may lead their student group into the Museum. Remind chaperones that they must remain with their student group at all times.

**Safety Tip:** Please bring student medical forms and all necessary medications to ensure a safe and enjoyable field trip!

## Frequently Asked Questions

### **1. Who can visit?**

To qualify as a school group, you must belong to an educational organization (K – 12), make advance reservations, and visit the Museum Monday – Friday from 9 a.m. to 5 p.m. The field trip rate also extends to home schools with at least 10 students.

### **2. What if I have fewer than 10 students?**

Groups of fewer than 10 students may still book a field trip; however, they will be charged for 10 students plus any chaperones if they wish to receive the field trip rate. Our representatives are available to help determine the most cost-efficient method for your group to visit the Museum.

For an established field trip, the person who booked the trip should call (713) 639-4659 at any time prior to the day of arrival to add or subtract people from the reservation. Groups that fall below 10 students will be charged for 10 students plus any chaperones in order to receive the field trip rate.

### **3. How many chaperones do I need?**

We require one chaperone for every ten students (groups should not exceed 10 students). Chaperones must remain with their students at all times. Chaperones must be at least 21 years of age and must wear their chaperone sticker. All teachers and chaperones included in the official count will pay the field trip rate; those not included in the chaperone count will need to purchase their own tickets at the full rate, if available, upon arrival.

### **4. What do we do if the student number changes?**

Before the trip, reservation numbers can be updated by calling (713) 639-4659. On the day of the trip, the final count of students, parents, teachers, and chaperones must be written on the **Required Teacher Admission Sheet** found on page 2.

### **5. Can I change my reservation?**

Adding or removing venues from a reservation requires a four-day notice, if available. After tickets have been printed, the reservation may not be changed.

### **6. Where do we eat lunch?**

Lunches may be brought in and stored inside the Sugar Land Museum until your designated lunch time. For easy storage and retrieval, it is best to put lunches in a labeled ice chest, plastic tote, or box for transit.

### **7. Do you have curriculum for the venues?**

The Museum offers customized TEKS-based curriculum, available at [hmns.org/curriculum](http://hmns.org/curriculum) to accompany your field trip. These free units are designed to make the field trip experience educationally sound and fun and include a TEKS-aligned knowledge hunt and extension activities for grades K-8. High school curriculum is available, with a two-week notice, upon request. For questions, email [educationquestions@hmns.org](mailto:educationquestions@hmns.org).

### **8. Can we see special/traveling exhibitions?**

Absolutely! Visit our Exhibitions page at [hmns.org/sugarland](http://hmns.org/sugarland) for more information about what is currently on display.

**9. Are guided tours available?**

Yes! Docents are available to lead tours throughout the Museum. They are great for larger school groups and can accommodate up to 10 people (including chaperones) per docent. Tours are approximately 30-45 minutes long. **A two-week notice is required. Cost: \$10 per docent. Docents are available between 10 a.m.-1 p.m.**

**10. Are there any hands-on programs for students?**

Explore science, nature, and history in our Science Labs which feature specimens, artifacts, and laboratory equipment. Each lab lasts one hour and accommodates up to 25 students. If your group is interested in scheduling a Lab, please visit [hmns.org/sciencelab](http://hmns.org/sciencelab) or contact [educationquestions@hmns.org](mailto:educationquestions@hmns.org).

HMNS at Sugar Land also offers classes to enhance the field trip experience on topics such as *Fossils*, *Fossil Fuels*, *Landforms*, *Rock Cycles*, and *Natural Extravaganzas*, for an additional fee. Please inquire when booking for availability and pricing.

**11. How do I pay for my field trip?**

Field trips may be paid for in advance by calling 713-639-4659, by mailing a check, or on the day of the trip. If you choose to pay on the day of the trip, the Museum will accept school district checks, credit cards, or cash (large bills only). A purchase order (PO) will **not** be accepted. Field trips must be paid for in one transaction. All students and chaperones on the reservation should give their payment to one person who will present the money at the box office.

**Please mail checks to:**

The Houston Museum of Natural Science  
ATTN: School Services  
5555 Hermann Park Dr.  
Houston, TX 77030-1718

Have a question the FAQs don't answer? Contact us at 713-639-4659 or [fieldtrips@hmns.org](mailto:fieldtrips@hmns.org)



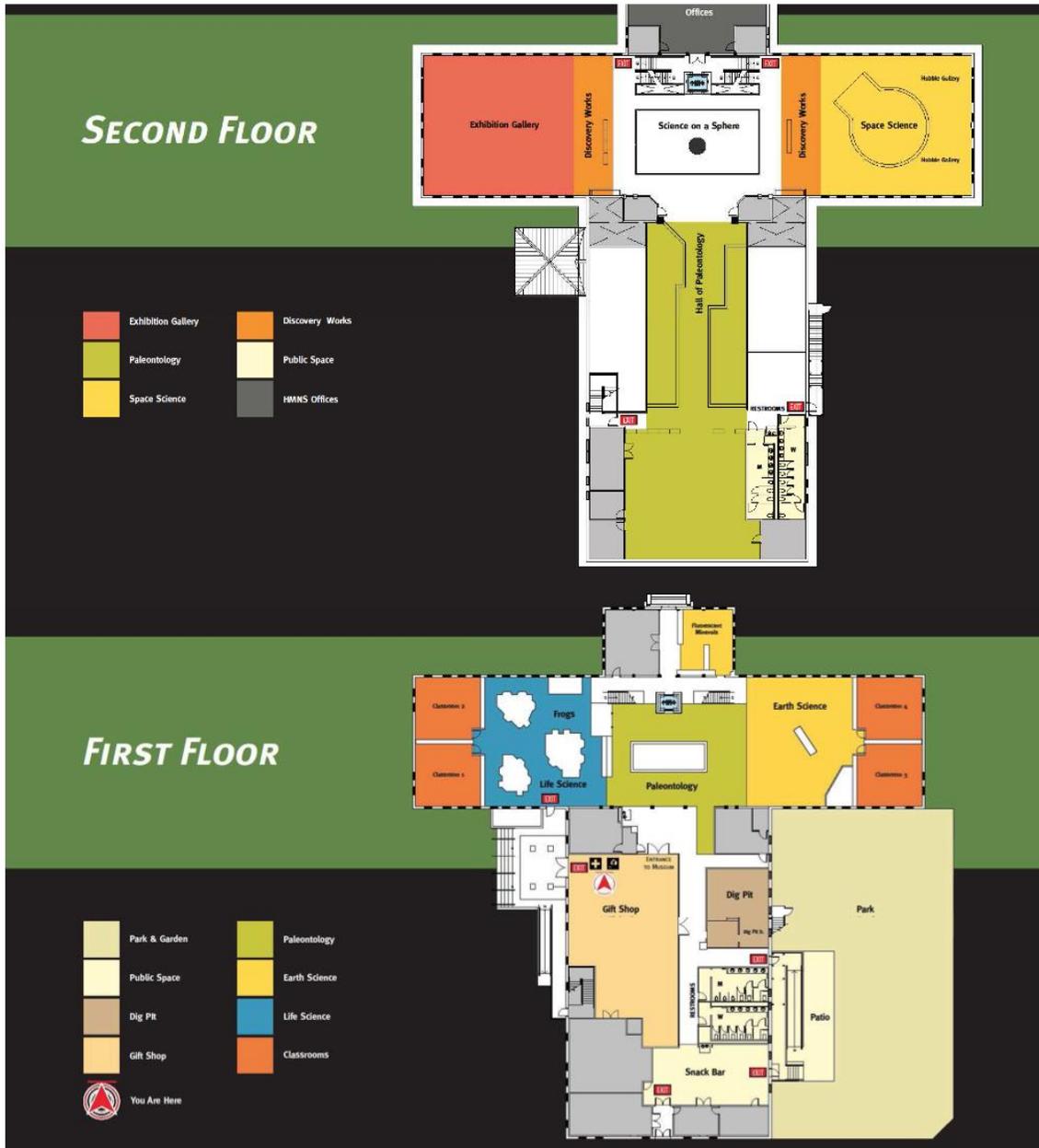
## Field Trip Representatives

If you teach in the Greater Houston area, check the list below to find your field trip representative. The next time you are ready to plan a field trip, they will be able to help you plan an itinerary that is ideal for your students! If your district is not listed below, feel free to contact any of our representatives for more information!

<b>FAR WEST</b> <u>Lindsey Woods</u> <a href="mailto:lwoods@hmns.org">lwoods@hmns.org</a> 713-639-4659	<b>WEST</b> <u>Kelsey Ludeman</u> <a href="mailto:kludeman@hmns.org">kludeman@hmns.org</a> 713-639-4703	<b>EAST</b> <u>Cathy Walton</u> <a href="mailto:cwalton@hmns.org">cwalton@hmns.org</a> 713-639-4716	<b>FAR SOUTH</b> <u>Debbie Jacobson</u> <a href="mailto:djacobson@hmns.org">djacobson@hmns.org</a> 713-639-4659
Angleton ISD Bay City ISD Bellville ISD Boling ISD Brazos ISD Brazosport ISD Columbia-Brazoria ISD Columbus ISD Damon ISD Danbury ISD East Bernard ISD Edna ISD El Campo ISD Hempstead ISD La Porte ISD Louise ISD Needville ISD Rice CISD Royal ISD Sealy ISD Sweeny ISD Tidehaven ISD Van Vleck ISD Weimar ISD Wharton ISD Charter Schools (Far West) Daycares (Far West) Private Schools (Far West)	Alvin ISD Conroe ISD Cypress-Fairbanks ISD Fort Bend ISD Katy ISD Klein ISD Lamar CISD Magnolia ISD Pearland ISD Spring Branch ISD Spring ISD Stafford MSD Tomball ISD Waller ISD Charter Schools (West) Daycares (West) Private Schools (West)	Aldine ISD Alief ISD Channelview ISD Clear Creek ISD Galena Park ISD Goose Creek CISD Houston ISD Humble ISD Pasadena ISD Sheldon ISD Charter Schools (East) Daycares (East) Private Schools (East)	Deer Park ISD Dickinson ISD Friendswood ISD Galveston ISD Hitchcock ISD Santa Fe ISD Texas City ISD Charter Schools (South) Daycares (South) Private Schools (South)

**Thank you again for choosing HMNS at Sugar Land for your school's field trip. We look forward to your visit! If you have any questions, please do not hesitate to contact your field trip representative or our main line at (713) 639-4659.**

# Sugar Land Facility Map



## Driving Directions



### ***On Highway 59 South***

Exit University Blvd and turn right. Proceed to the intersection of University Blvd and New Territory Blvd. The Houston Museum of Natural Science at Sugar Land is located on the left.

### ***On Highway 59 North***

Exit University Blvd and turn left. Proceed to the intersection of University Blvd and New Territory Blvd. The Houston Museum of Natural Science at Sugar Land is located on the left.

