

Field Trip Planning Guide

How to Schedule an Experience

Submit an online reservation request form at cincymuseum.org/educators or call (513) 287-7021 from 9 a.m. to 5 p.m. seven days a week. Requests are tentative until you receive confirmation by email. PTO members, curriculum coordinators and other support staff, please be prepared to share the contact information of the educator who will be present on the day of the experience.

Payment

Payment by credit card, check or purchase order is required at least two weeks in advance and must be made in one lump sum. Groups must confirm final attendance count two weeks prior to visit date. This count will determine the final amount due. No refunds will be issued on the day of the visit if fewer individuals attend.

Please note that memberships and Museums for All discounts cannot be used in conjunction with group field trips.

Funding Opportunities

Funds may be available to cover field trip admission costs for schools with 60% or more of their students enrolled in free and reduced-price meal programs. To register for funding eligibility, please submit a letter to schools@cincymuseum.org that is written on school/district/agency letterhead, signed by an administrator and notes the group's percentage of students enrolled in free and reduced-price meal programs. Before scheduling a visit, please call (513) 287-7021 to inquire about funding availability and confirm that your school's letter is on file.

Cancellation

Please submit cancellations no later than two business days before the experience. Cancellations within two business days will pay 50% of the reservation. No-shows will pay 100% of the reservation. If your cancellation is due to weather, please call (513) 287-7021 as soon as possible to cancel without penalty.

INFORMATION NEEDED TO MAKE A RESERVATION

- ✓ School name
- ✓ School address
- ✓ Teacher name
- ✓ Teacher email
- ✓ Teacher day-of mobile phone number
- ✓ Form of payment
- ✓ Date of visit
- ✓ Backup date
- ✓ Time of arrival
- ✓ Time of departure
- ✓ Number of students
- ✓ Number of chaperones
- ✓ Grade level
- ✓ Any special accommodation requests
- ✓ Area of study inspiring the field trip

Chaperones and Aides

The chaperone ratio for preschool through grade 1 is 1:5; grades 2 through 8 is 1:10; grades 9 through 12 is 1:15. Groups must maintain their chaperone ratio at all times, including during classroom programs. One school caregiver/aide per student(s) with disabilities may receive complimentary Museum Admission to provide care to the student(s). Due to per-person licensing fees, groups visiting OMNIMAX® or Featured Exhibitions must purchase caregiver/aide admission. Please provide the number of caregivers/aides when submitting the reservation request.

Arrival and Parking

Please arrive 15-30 minutes early so the group's primary representative can check in with completed paperwork, including the number of students and chaperones. Vehicles should pull up to the front entrance door to unload. School buses and marked passenger vans may park for free in our South parking lot. Chaperones arriving in separate vehicles will pay the standard \$6 parking rate per vehicle.

Lunches

All groups planning to eat during their visit must reserve a half-hour time slot at the lunch tables for \$.50 per individual. Tables are limited; please book them when you make your reservation. Day-of requests cannot be accommodated. Pre-ordered box lunches are available for groups with a minimum order size of 25 lunches. Orders are due 10 business days prior to the visit. Email catering@cincymuseum.org or call (513) 287-7059 for details. Please pay for box lunches separately from museum reservations.

TIPS FOR TEACHERS

- Please prepare your chaperones! Provide trip information, a list of students who will be in their group and a copy of the chaperone guide from your confirmation letter, which provides tips for engaging with the students and the exhibits. Please inform the chaperones that at group check-in they will receive a sticker with the schedule of the day's events. This sticker will serve as the group's admission ticket so it is important that students remain with their chaperones during their visit.
- Make the most of your experience by providing guided questions for students to deepen their engagement.
- Complete your check-in slip before you arrive.
- Ensure students are easily identifiable to your chaperones and our staff. If possible, have them wear the same color shirts.
- Assign students to a chaperone they will remain with throughout the visit before you leave school. Make sure students know to look for a Museum staff member if they get lost or separated from the group.
- Leave as much as you can in the bins provided at check-in to avoid lost coats, bags, etc.
- Look for Expert's Eye labels in certain galleries for videos you can access on your phone that provide more content.
- Visit cincymuseum.org/accessibility to learn about accessibility features and tools available during your visit.