



Field Trip Resource Guide

Table of Contents

Checklist for a successful Field Trip.....	2
Arrival Procedures.....	3
During Your Visit.....	4
Departing the Museum.....	4
Important Policies.....	5
Behavior Expectations.....	5
Chaperone Guide.....	6
Student Grouping Guide.....	7
Getting to the Museum.....	8
CMA on the Go.....	9



For any questions, please call the museum at (337) 232-8500.



Checklist for a Successful Field Trip

Thank you for booking a field trip to the Children's Museum of Acadiana! We are looking forward to your visit! Below are steps and tips that will help in the planning of your trip. Following this checklist will ensure that you and your students have a successful experience.

Now:

- Review your reservation confirmation email and ensure that all information is correct.
- Read the enclosed materials that will help you in planning your trip.
- Pay your \$75 deposit by the required due date to secure your reservation. The due date can be found in your reservation confirmation email.

Two – Three Weeks Before Your Trip:

- Confirm your transportation arrangements.
- Divide your students into small groups to tour the museum. The Student Grouping Guide on page 7 can assist you in this.
 - Your reservation confirmation email specifies the number of groups needed.
- Invite adult chaperones to accompany your group. Make sure that parents/chaperones understand their role during the trip.
 - The museum recommends one adult for every 5-7 students.
 - At least one adult is needed to lead each small group through the museum.
 - We recommend no more than 20 chaperones, if possible.

One Week Before Your Trip:

- Review reservation details to make sure all information is correct.
- Call the museum at (337) 232-8500 to confirm your final head count and the number of small groups that will be touring the museum.
- Distribute enclosed chaperone information.
 - Indicate to your chaperones when to meet, and whether you are meeting at school or at the Children's Museum of Acadiana.
 - Inform parents/chaperones how they need to pay their admission fee (pay the school or pay for themselves upon arrival at the museum). If you are paying for their admission upon arrival at the museum, we recommend they arrive 15 minutes early.
 - Admission fee for all chaperones is \$3. (School personnel are free.) We recommend bringing cash, as it is processed faster upon check-in at the museum.
- Make arrangements with your school to secure payment for the remaining balance of the trip.
 - An invoice will be sent one week before your trip showing the remaining balance based off the number of students that you are confirmed for.
 - Refunds for overpayment will not be given.
 - Check may be made payable to "CMA."

Before You Leave School on the Day of Your Trip:

- Take a headcount of all students and parents/chaperones that the school is paying for. This information will be needed upon arrival.
- If parents/chaperones are not riding the bus, make sure they know where to park.
 - Parents/chaperones may access our free parking lot off of Taylor Street. If our parking lot is full, we recommend parking in the Vermilion Street Parking Garage or at a parking meter close to the museum.
- Bring your final payment that is due. Designate one person to check-in and handle the financial transactions. Refunds for overpayment will not be given.
- Plan on arriving 15 minutes before your scheduled start time.
- Make sure you have the bus driver's cell phone number in case he/she needs to be reached at any time during your visit.



Arrival Procedures

- Have your bus drop off at the museum's pedestrian entrance on Polk Street.
 - After students are dropped off, the bus may park on Taylor Street in the designated bus parking zone, or on the side of the parking garage on Polk Street.
- Have the lead teacher check-in and take care of final payment at the front desk.
 - Make sure the teacher knows the final number of students, teachers and chaperones that the school is paying for.
- While the lead teacher is checking-in, have the other teachers bring the students into the museum to the amphitheater room for a brief orientation. The amphitheater room is located at the front of the museum.
- Adult chaperones that have not paid with the school must pay before the field trip begins.
 - Admission fee for parents/chaperones is \$3. We recommend bringing cash to expedite the check-in process.
 - We recommend arriving 15 minutes early for any chaperones who need to pay admission.
- Before museum exploration begins, your group will be given a brief orientation on museum rules and other important field trip information. Please have students and chaperones pay close attention.



During Your Visit

- Each group will be given a rotation card that contains a map of the museum, as well as a list of all the exhibits and the order of how they will visit them. To avoid overcrowding the exhibits, it's very important that all groups follow the order of their rotation card.
 - An announcement will be made over the museum intercom system when it is time to rotate to the next exhibit.
- Encourage chaperones to interact and engage with the students during the field trip.
 - Some exhibits will have staff members to assist students with the experience, but some will not. Therefore, interaction between chaperones and students is crucial.
- Students must remain with their chaperone/in their groups at all times.
- Please note that activities in exhibits are subject to change. In addition, parts of or entire exhibits are subject to closure for maintenance or refurbishment.

- **Gift Shop Information:**
 - Many students wish to purchase items from our gift shop, *A Peek Inside*. Most items range from \$3-\$10. A visit to the gift shop is not included on the rotation card, so please plan your time accordingly.
 - Students entering the gift shop must be accompanied by a chaperone.



Departing the Museum

- At the conclusion of your trip, an announcement will be made over the museum's intercom system, notifying your group that their trip is over. The announcement will also inform the group where to meet and line up, so they can prepare to leave the museum.
- Have your bus ready and pull up at our exit doors on Congress Street, so everyone may safely board the bus.
- Conduct a final headcount of your students before departing the museum.



Important Policies

Cancelling or Changing Reservations:

- If you need to cancel or reschedule your field trip, please call (337) 232-8500. If you have already paid the deposit, it can be applied to another trip within the same school year. If you do not wish to reschedule, the deposit will be refunded as long as the trip is cancelled at least thirty (30) days before the scheduled field trip.

Late Arrivals:

- Please note that it may not be possible to extend your trip if you arrive after your scheduled time. If your group arrives late, we will make every effort possible to make sure your group can experience as much as possible. Please consider morning traffic when selecting your arrival time.

Lunch Space:

- While the CMA does not have any available space for your group to have lunch, Parc Sans Souci is located across from our Congress Street exit and is a great location for lunch or an afternoon snack.



Behavior Expectations

Chaperones:

- One chaperone is required for every student group touring the museum. **A mandatory number of chaperones is one adult for every 8 students.** Students must stay with their chaperones at all times while at the museum.
- Chaperones are responsible for the behavior and safety of the students in their group, and they shape each student's learning experience during the visit. Their responsibilities include:
 - Enforce all museum rules
 - Interact and engage with students in exhibits
 - Assist in leading activities in exhibits
- Please distribute a Chaperone Guide to all chaperones. The guide can be found on page 6.

Students:

- Please review the museum rules with your students. School groups violating any policies may be asked to leave after a third warning, or sooner, depending on the severity of the situation.
 - Please use walking feet, not running feet.
 - Please use inside voices, no yelling.
 - The use of *Wee Acres*, our toddler area, is not permitted during group visits.

- Keep all exhibit items within the designated exhibit space, picking up all toys before moving on to the next exhibit.
- No eating or drinking in the museum.
- Be respectful of museum staff and volunteers, as well as other visitors.



CMA Chaperone Guide

Thank you for volunteering to serve as a chaperone for your child's visit to the Children's Museum of Acadiana. This field trip would not have been possible without your help and support! There are a few things that we would like to remind you of before your group begins to explore the museum.

1. Admission fee for all chaperones is \$3. Please bring cash, if possible, to expedite the check-in process.
2. Chaperones are the key to a successful experience and are expected to interact and assist in facilitating play during the field trip. ***There will be some exhibits in which you will be asked to assist in facilitating an activity. Interaction with your group will ensure a rewarding visit for both you and your students.***
 - ❑ It is recommended that chaperones do not bring additional children that are not a part of the school group to the museum. Additional children will be charged the regular \$10 admission fee.
3. For the safety of the students, it is important that your group remains with you at all times.
4. Please help the museum staff enforce the museum rules:
 - ❑ Please use walking feet, not running feet.
 - ❑ Please use inside voices, no yelling.
 - ❑ The use of *Wee Acres*, our toddler area, is not permitted during group visits.
 - ❑ Keep all exhibit items within the designated exhibit space, picking up all toys before moving on to the next exhibit.
 - ❑ No eating or drinking in the museum.
 - ❑ Be respectful of museum staff and volunteers, as well as other visitors.
5. So that your group may see as much as possible, it is very important to follow the order of the exhibits listed on your rotation card. An Announcement will be made over the museum intercom system when it's time to move to the next exhibit.
6. We ask that cell phone use be kept to a minimum, except to take pictures.

Students in my Group:



Student Grouping Guide

We have provided this form for your convenience, make as many copies as necessary.

For students to be able to experience everything the museum has to offer, it is important that they be divided into groups before arriving at the museum. ***Please divide your students into the number of groups that your reservation confirmation email specifies.*** You may combine classes if needed, so that you do not go over the number of requested groups.

Chaperone(s):	
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Chaperone(s):	
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Chaperone(s):	
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Chaperone(s):	
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.



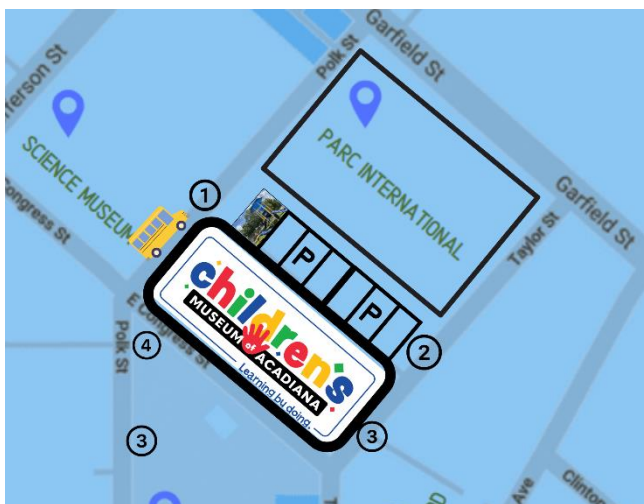
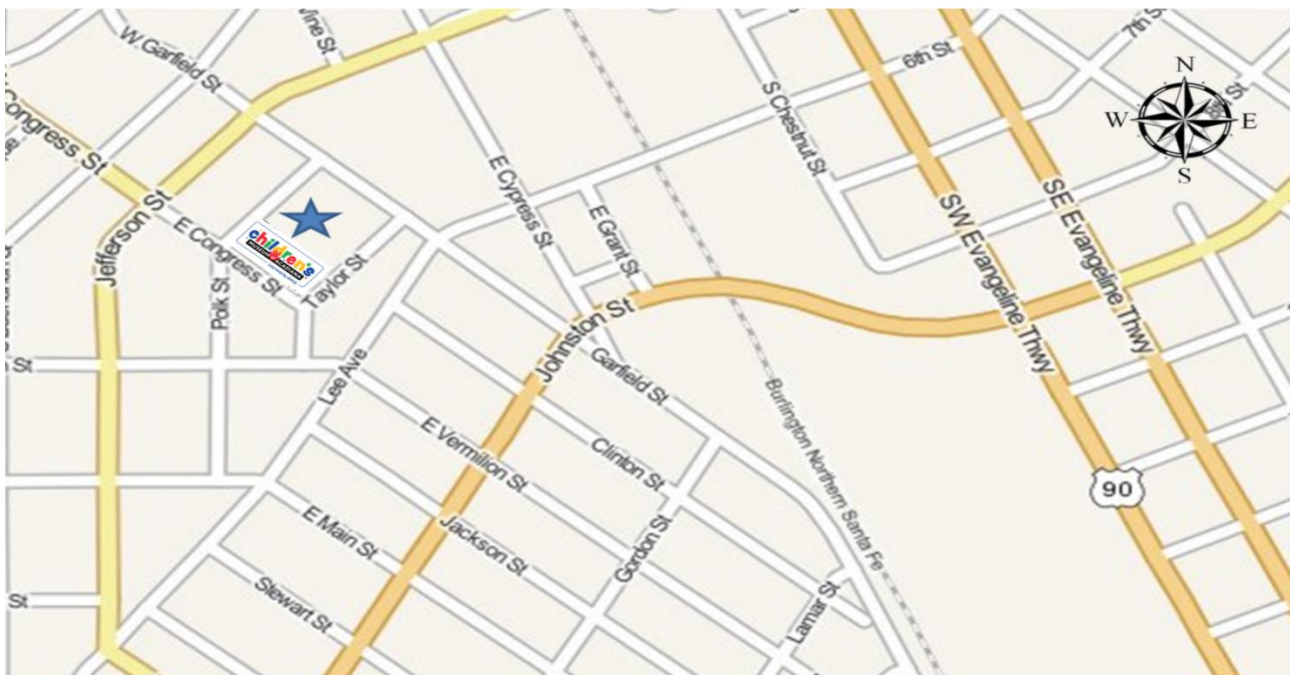
Getting to the Children's Museum of Acadiana

201 East Congress St,

Lafayette, LA 70501

(337)232-8500

Downtown Lafayette, between Parc Sans Souci and Parc International



1. Group Drop Off

2. Chaperone Parking Lot Entrance

3. Bus Parking

4. Group Pick-Up



Please read the following rules

We want your exploration to be both FUN and EDUCATIONAL
Thank you for visiting the CMA!

- Adults must stay with children at all times.
- Please walk, no running.
- Anyone under 15 must be accompanied by an adult.
- Please keep exhibit items within designated exhibit spaces.
- No child over the age of 5 in Wee Acres.
- Eating/drinking is not permitted on the exhibit floor.
- Smoking/Vaping is not permitted in the museum.
- Hand Sanitizing stations are located throughout exhibits.
- If you disrupt the visit of others, you will be asked to leave.