



Planning Worksheet for Field Trips 2024-25 For Non-School Groups

Use this document to select field trip options prior to completing the online registration. Field trips are appropriate for children PreK-age 10. If there are children older than 10 in a mixed age group, we recommend securing an alternate activity for the older children. Example: older children can visit Bonnet Springs Park with chaperones (field trip options are available) and younger children visit the museum, and the groups can meet for lunch.

Step 1: Select Date for trip: _____ Arrival Time: 10:00 OR 10:30 or 12:00 noon.
Please select the arrival time that best aligns with arrival and departure requirements based on transportation and your program start & end times.

Step 2: Review the Field Trip Option

Field Trip Options	Cost	Time	Description
<i>Explore!</i>	\$14 per student	2 hours Select 10:00 or 10:30 am or 12:00 noon start time when booking	Students visit four galleries in 30-minute rotations (City Play, Design Park, T.B.D., and the Front Yard). Watermelon Seeds is only available to preschool groups.

Step 3: Total Group Size
 Number of students _____ @ \$14 each
 Number of teachers _____ @ \$0
 Number of chaperones _____ @ \$14 each

- The maximum number of students per day for all field trip groups is 150. If your group is close to or greater than 150, please consider dividing the group to visit on two separate dates. (Please note: If another group is booked on a specific date with 50 students, for example, there will only be 100 field trip spaces available for additional schools.)
- Total chaperone count may not exceed a 1:3 ratio with students (ex: 60 students = max of 20 chaperones). All chaperones must be included in the school's count, enter with the field trip group, and may not pay separately to enter the museum. This is to insure all adults entering with the field trip group are approved through the school or organization to chaperone.
- *Groups who do not have access to school-sponsored transportation and who require parents to transport students will complete the online form with the maximum number of chaperones allowed, then call the museum to speak with the Director of Visitor Services to request an override for this section.*
- Chaperones may use a Florida Children's Museum Annual Membership for **adult entry only** and must still be included in the total chaperone count. All students are required to pay the field trip rate.

Step 4: Select Lunch Option after the visit to FCM

- Group departs FCM at conclusion of field trip and returns to home site to eat.
- Group brings bag lunches and eats on the Family Lawn at Bonnet Springs Park, which is adjacent to FCM. *Note: all seating is on the ground, picnic-style.*
- Group can order box lunches from the Bonnet Springs food service department. Lunches are available for pick-up adjacent at the Depot Café next door to FCM. Lunches include house-made chips, a cookie, and a small water bottle. Students will eat on the Great Lawn at Bonnet Springs Park, which is adjacent to FCM. *Note: all seating is on the ground, picnic-style.*
 - Ham & cheese slider, house-made chips, cookie, small water bottle.

Turkey & cheese deli wrap house-made chips, cookie, small water bottle..

Number to order _____

Number to order _____

Additional options (do not include chips, cookie, water bottle):

16" Cheese pizza cut in 12 slices, \$14. Number to order _____

16" Pepperoni pizza cut in 12 slices, \$15. Number to order _____

CapriSun fruit punch pouch, \$1.50. Number to order _____

1 Gallon of pink lemonade, \$7.00. Number to order _____

- Once all selections for the trip are determined and a date has been chosen, go to <https://explorefcm.org/field-trips/>, select "other groups" link and click on the link to **Book Now!**

Payment

All groups will follow their district or organizational protocol for payment through a purchase order. The purchase order must be received by Florida Children's Museum **within 2 weeks of booking the trip.**

Groups that are permitted by their organization to pay with credit card may do so on the trip date.

A credit card is required to reserve all trips *but will only be charged in the event the trip is cancelled.*

Please provide this page to all participating adults

Important Info

1. Minimum of 1:9 ratio for supervision (teachers and chaperones). Maximum of 1:3 ratio of chaperones to students.
2. All teachers and chaperones must be included in the school count and enter with the students as a group. Individual adults are not permitted to enter the museum without a child.
3. Each teacher or chaperone is responsible for maintaining supervision of the specific students assigned to him/her. Museum staff may guide groups through the rotation schedule or may provide direction to the adult chaperones for self-pacing.
4. Each adult must confirm all assigned students are accounted for prior to moving to the next gallery.
5. Chaperones may use a Florida Children's Museum Annual Membership for adult entry only and must still be included in the total chaperone count. All students are required to pay the field trip rate.
6. Individual chaperones who wish to re-enter the museum after the conclusion of the designated field trip time can do so with their child only after following the school's check-out procedures with the school staff. These adults must receive a hand stamp from FCM staff at the initial entry time that will serve as the "re-entry ticket".

The group organizer will receive communication following registration and FCM may designate the number of smaller groups for the full group to be divided into for gallery rotations on the field trip. Please have students organized in the rotation groups PRIOR to arrival at the museum. This will support maximum engagement with the exhibits, usually allowing about 20-25 minutes per exhibit area.

Field Trip Galleries:

Watermelon Seeds

This gallery is not accessible for elementary groups, as it is designed for our toddlers and preschool guests.

City Play

Students will engage through realistic and intentional play with fourteen exhibits that allow for role-playing and problem-solving, through independent play, or parallel and collaborative interactions.

Design Park

Students will engage with exhibits focused on engineering, experiencing the effects of gravity, forces, and friction while building, testing, and adjusting to improve the function of their designs.

T.B.D.

Students will actively engage their five senses as they create, interpret, and respond to original sounds, dramatic movement, and uniquely generated scenes through self-selected materials and technology.

Front Yard Gallery

Gross motor play and self-directed activities will support students' physical and cognitive development, self-expression, and discovery of objects in the natural world. This is an outside gallery.

Thank you for choosing to book a field trip at the
Florida Children's Museum!

