

*Thank you for registering your group for a field trip to the
Zimmer Children's Museum!*

Your students are sure to enjoy themselves as they explore the museum and discover BIG IDEAS through hands-on play. For your students to get the most out of your trip experience, please review the information below:

Identification

It is recommended that your group wears school, camp, or color coordinated t-shirts. It is also highly encouraged that your students and adult chaperones wear nametags. Wearing matching color t-shirts and nametags is not only for the safety of your group, but will also greatly help museum staff to identify and distinguish the members of your group from other museum guests.

Parking

If your group is arriving by bus, the bus can park temporarily directly in front of the entrance of the building at 6505 Wilshire to unload and load students. Please note that we are located on the lobby level of The Goldsmith Jewish Federation Center, and that there is no signage on the exterior to indicate our museum. If space is available, buses may park on Sweetzer Avenue, a side street located west of the building for the duration of the trip.

If your group is arriving by individual cars, you can park in the visitor parking lot directly west of the main entrance of the building. Please inform parking security that you are here to visit the Zimmer Children's Museum. When arriving in separate cars, please wait outside of the building for your entire group to arrive before entering the building.

Security

To ensure the safety of all students while visiting the building, there is 'airport-style' security at the main entrance. To not alarm your students, we encourage you to tell your students that walking through the security check is what we do at real airports, and that they are preparing to board a real jet plane that they will see when they enter the museum!

Arrival

Once your group has passed through security, please walk your group into the museum (it is located on the ground floor of the building. You will see it directly in front of you as you pass through security). At this point, if you haven't been greeted already, one of our museum staff will be at the front desk. Your group will be asked to gather in the loading area by the airplane or in the Mann Theater as we wait for your entire group to pass through security.

While your students are entering the museum, they may be excited and distracted by what they will see in the museum. Your adult chaperones are expected to assist with directing and reminding the students to remain seated while the museum staff delivers the introduction.

Field Trip Options

If you selected the **Stay & Play** option (available throughout the year), your field trip guide will welcome your group, briefly describe our BIG IDEAS, exhibit activities and review museum rules to your students. Afterwards, your students are welcome to explore freely throughout the museum.

If you selected a **Lesson Learned** option (available only during the academic year, mid-September through mid-June, not during the summer), after the introduction, your group will be guided downstairs to our program room where our lesson will begin. After the lesson, the students will be free to explore the museum for the remainder of the field trip time.

Exploration & Playtime

When your group is exploring the museum, the adult chaperones are expected to actively participate and engage the students in our museum exhibits. Though it is up to your group to decide how you will monitor and rotate the children throughout the museum, **we require one adult chaperone per five students**. Some ideas for successfully monitoring and ensuring the safety of the students is to station a chaperone at various locations throughout the museum, or to create groups and plan to rotate each group between the exhibits every few minutes.

There should be one adult chaperone stationed at each of the exits on the lower level -- one near the water table, and one at the toad bench monitoring access to the stairway.

Museum staff will be available and circulating the museum periodically to assist where necessary.

To ensure the safety and positive experience of all field trip and museum guests, please review the following expectations with the students and adult chaperones:

Zimmer Children's Museum Expectations

Student will:

- maintain "inside" noise levels.
- not run or push in the museum.
- be respectful of other museum guests, the museum space, and museum property.
- stay out of the Baby Bouncy Room, unless they are under 2 years of age.
- only be in the stairway with adult supervision.
- hold onto the rail when going up or down the stairs.
- only eat snacks in the snack room.
- **restore museum props at the end of the trip.**

Adult Chaperones will:

- assist in maintaining Zimmer Children's Museum expectations of the students.
- encourage students to share and take turns during activities.
- actively engage students in exhibit activities.
- monitor the safety of all children in the museum.
- notify staff of broken or unsafe items or incidents that require attention.
- **restore museum props at the end of the trip.**

**** IMPORTANT ****

If disruptive behavior of your group compromises the safety or experience of any museum guests or the integrity of museum property, the Zimmer Children's Museum reserves the right to limit the participation of your students and to ask your group to leave without a refund.

Snack

If your group is having a snack or lunch in our museum, there is a designated snack room in Program Room 10 located on the lower level of the museum directly across from Bubbie's Bookstore. This is the **only** place in the museum where food is allowed. Snacks and lunches can be stored in this room; however, the room is open to the public.

Restrooms

There are two restrooms located on the lower level of the museum. Additional restrooms are located in the lobby to the left of the elevators. Adults must accompany children exiting the museum to use the restrooms in the lobby.

Payment

Your school will be e-mailed an invoice prior to your field trip date. Payment is accepted in the form of a check, cash, or credit card. Payment is due before or on the date of your trip.

Please make checks payable to:

Zimmer Children's Museum, 6505 Wilshire Blvd., #100, Los Angeles, CA 90048.

If you choose to adjust your original booking and bring more or less people than originally stated on the invoice, the museum must be contacted at least 2 weeks prior to the trip date to make the change to avoid a penalty. The museum will charge admission for the number of people specified in your group's confirmation. If the number of guests exceeds the confirmed reservation, full admission price will be charged for the additional guests.

Cancellation

Trips that are cancelled or rescheduled with less than two weeks notice from the original confirmed trip date will be charged a \$25 cancellation/rescheduling fee to the credit card used to hold the reservation. Trips can be rescheduled based on availability. Trips rescheduled or cancelled with *more* than two weeks notice will *not* be charged a cancellation/rescheduling fee.

No Refunds will be given if guests included in the final confirmation numbers do not attend. However, the Zimmer Children's Museum will happily provide a complimentary one-day pass for children unable to attend.

As field trip groups attend at a discounted rate, memberships and other promotions do not apply.

Follow up

After your visit to the Zimmer Children's Museum, we will e-mail you a survey requesting your feedback. Please take a moment to tell us about your experience at the Zimmer Children's Museum to help us best serve the needs of your group, school, and community. Our survey is also available at: <http://www.zoomerang.com/Survey/WEB22C8N4A6J6Y>.

Most importantly -- kids AND adults-- have a great time!

There is plenty to learn and discover at the Zimmer Children's Museum, and we hope that you and your group have a wonderful experience with us.

If you have any questions before your trip, please do not hesitate to contact **Belinda Vong, Education Program Manager at (323) 761-8912, belinda@zimmermuseum.org.**