



CHILDREN'S MUSEUM OF BROWNSVILLE

# Field Trip Packet

TEACHER'S GUIDE

2019-2020 School Year

# EXHIBIT DESCRIPTION

Children will learn through role-playing, discovery and imagination while exploring the 5000 square feet of over 10 exhibits including:

All World's Cafe \* Target Tot Spot \* Under The Sea \* HEB Buddy Market \*  
Texas Farm House \* Outdoor Learning Garden \* KRGV Weather Station \*  
Construction Zone \* Dr. Bone's \* Earth, Sun, Universe

All exhibits are TEKS aligned so that all school children are learning and reinforcing what they learn in school.

# GROUP PRICING

In order to receive discounted group admission rates, a group of 30 or more children is required, and a maximum of 100 students allowed per visit. Field trips must be scheduled at least 4 weeks in advance. Cancellations made less than 15 days in advance and not rescheduled WILL BE CHARGED A \$25 CANCELLATION FEE. Prices and group rates are subject to change without notice. We ask that you provide ONE ADULT CHAPERONE for every TEN STUDENTS in your group to supervise.

- Individual Student admission for a Regular Field Trip is \$7
- Individual Student admission for a Holiday Field Trip is \$8 (December 1-31)
- Individual Student admission for a DREAM Field Trip is \$8
- Teachers and/or chaperone admission rate is \$6 each (10:1 ratio)

Final payment is due the day of the field trip. Acceptable forms of payment include: cash, checks written to The Children's Museum of Brownsville, or Visa/Master Card.

# FIELD TRIP HOURS

The Children's Museum of Brownsville can accommodate field trips during our normal weekday business hours, Monday through Friday 9:00 am - 5:00 pm. The first Monday of each month is designated for special needs field trips. If an earlier start would work for your group, please call (956) 548-9300 to discuss options.

# GIFT SHOP PURCHASES

Our gift shop is located immediately upon entrance to the museum and carries an assortment of items priced under \$20. An adult should accompany students while they are in the gift shop to assist children in choosing items within their price range. If your group would like a souvenir, we have a variety of options available for \$1 to \$5 per student.

# SICK CHILD POLICY

**If a child (or adult) is too sick to attend school or work, they are too sick to visit The Children's Museum of Brownsville. In order to provide a healthy environment for all museum guests, we ask that you refrain from visiting CMB if you have or display any of the following symptoms:**

- Pink eye (conjunctivitis)
- Fever
- Diarrhea
- Severe cold with sinus drainage
- Impetigo (infectious skin disease that shows up as small pimples that turn into red blisters in a circular pattern)
- Vomiting
- Lice
- Strep throat (child must be on antibiotics for 24 hours before coming to the museum.)
- Any of the following childhood diseases: measles, mumps, rubella, roseola, chicken pox or any other transmittable diseases. Children with chicken pox may not come into the museum until all of the sores are crusted and there are no new eruptions. The admission desk has the right to deny entry based on their observation of the above illnesses.

# PAYMENT

## PURCHASE ORDER

A purchase order form must be presented to the museum office manager at least **30 days** prior to your visit. Adjustment to the final count of students will not be made to the field trip payment amount upon arrival. *The total billed amount submitted on the initial PO must stand.* Additional students can be paid for the day of the field trip or, if necessary, a secondary invoice can be sent out to cover additional students. Subject to approval by the manager on duty.

## SCHOOL CHECK OR CASH PAYMENTS

If you are paying with a school check or in cash, 1/2 of the invoice total amount must be paid at least 30 days prior to the visit. The remaining balance must be paid in full the day of the visit. Adjustments to the final count of students may be made the day of the field trip (+/- attendees).

**IMPORTANT: ALL FIELD TRIPS MUST BE PAID IN FULL THE DAY OF THE VISIT.**

# SCHEDULING A TRIP

## STEPS TO TAKE FOR BOOKING YOUR TRIP

**AFTER REVIEWING THE PACKET:** to book a school field trip call The Children's Museum of Brownsville at (956) 548-9300, Monday through Friday, 9 am to 4:30 pm or visit our web page to book online.

Please have the following information ready when you book:

- Possible Field Trip Date(s)
- Name of School
- School Address
- Name of Contact Person
- Phone Number of Contact Person
- E-Mail of Contact Person
- Number of Students
- Grade Level - PK through 5th grade
- Method of Payment (Cash, Check, Credit Card, or Purchase Order)
- Any Special Considerations or special needs
- Other Request Requiring Additional Fees

# STEP ONE

## **CONSIDER WHETHER WE ARE AN AGE-APPROPRIATE DESTINATION FOR YOUR STUDENTS BASED ON THE FOLLOWING:**

- We offer one floor of fun, educational, multi-sensory experiences to explore!
- Our exhibits are all hands-on and interactive to engage the minds, muscles and imaginations of 1-8 year olds.
- The Museum focuses on learning through play.
- Our average visit is between 1.5 to 2 hours.
- Our educational programs meet Texas State Standards (TEKS).
- Our Field Trip Team is ready to facilitate your students' educational experience.

# STEP TWO

## **REVIEW OUR FIELD TRIP/GROUP RATES:**

- \$7 admission per student for groups of 30 students and above with a reservation.
- \$6 admission for chaperones that meet the 10 to 1 student ratio.
- \$8 admission per student for DREAM Field Trips.

# STEP THREE

## MAKE YOUR RESERVATION

Group Visits and/or Field Trips may be scheduled from Monday to Friday. Schedule at least four weeks in advance (Dates book quickly! Please book early for your choice of dates).

Complete our Field Trip Request Form. Completed forms may be faxed to (956) 548-1234 or emailed to [lucy@cmofbrownsville.com](mailto:lucy@cmofbrownsville.com) or book online at [www.cmofbrownsville.com](http://www.cmofbrownsville.com).

Our Field Trip Coordinator will contact you to finalize your reservation.

Please note: your reservation is not final until you receive a confirmation letter/invoice from the Children's Museum of Brownsville Coordinator. *Please check your email.* If you do not receive a confirmation within 24 hours, please call to inquire the status of your reservation.

For school groups larger than 100 students or requiring an alternative arrival time, please contact the guest relations at 956-548-9300 or email: [lucy@cmofbrownsville.com](mailto:lucy@cmofbrownsville.com).

During our summer months, June through August, due to limited staff, volunteers, and extreme weather conditions, we are unable to offer field trips. Groups are still welcomed to visit the museum on a self-guided tour.

# STEP FOUR

## ORGANIZE YOUR LUNCH TIME

The museum does not currently have an indoor lunch facility to accommodate your group, but you are more than welcome to eat lunch at the Dean Porter Park. No reservation is required.

# STEP FIVE

## CONFIRMATION

Once you and your Group Reservation Specialist have decided on a date that works for both your group and the Museum, you will receive a formal confirmation email with your booking ID and reservation information. Please review the email and all attached documents.

Teachers are required to call a minimum of 4 business days before their visit to confirm their scheduled visit.

# CANCELLATIONS

## FIELD TRIP CANCELLATION POLICY

Cancellations are accepted 15 working business days (M-F) prior to your scheduled visit. The notice of cancellation must be made in writing either by postal mail or via email. Once the cancellation is acknowledged, an e-mail confirmation will be sent back to the person making the reservation to confirm your cancellation. If no cancellation is received (No-shows and/or day-of cancellations) and acknowledged, the school will be responsible for full amount invoiced.

# VISITOR GUIDELINES

## STEPS TO TAKE WHEN VISITING

Please review all guidelines with your students and chaperones prior to your visit.

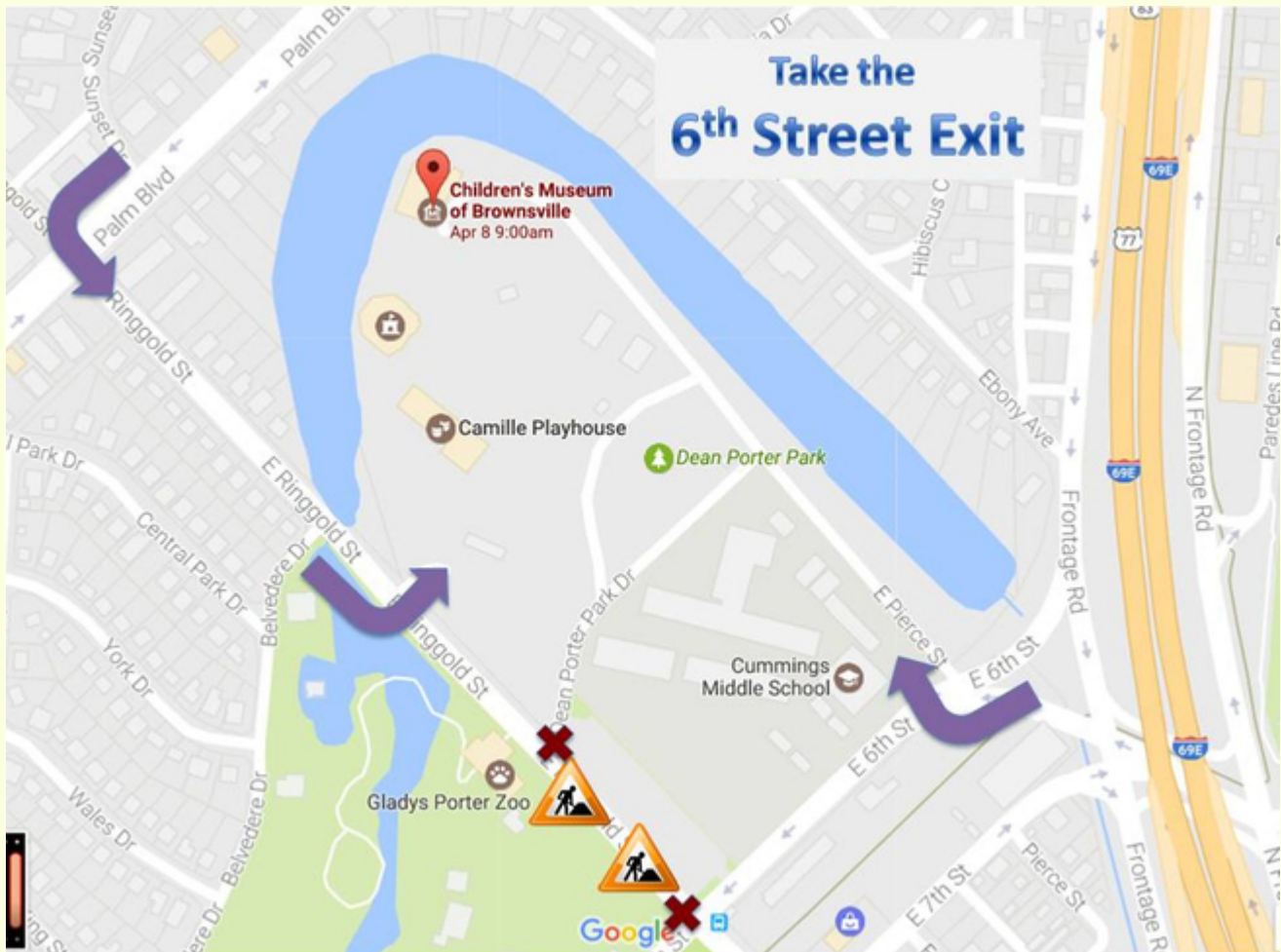
- Follow all directions of the museum staff and volunteers.
- Adults should interact with children at all exhibits! Encourage children to ask questions.
- Please refrain from cell phone use while in the museum.
- Please only use your walking feet and inside voices.
- Be sure to take turns at all exhibits and treat the exhibits kindly.
- Please share with others and return items to their proper place.
- To keep our exhibits clean, we ask that no food, drinks or gum be brought into the museum.

# PARKING & ENTERING

## OUR ADDRESS:

501 E. Ringgold Street, # 5 Dean Porter Park, Brownsville, Texas 78520

**Directions:** Get on I-69E, Take the exit toward 6th Street, Take E. Pierce Street to your destination.





# FREQUENTLY ASKED QUESTIONS

**Once we get off the bus, where do we go?**

Please have the group form a single-file line on the walkway in front of the Museum to allow room for other guests to walk by. Have a teacher check in at the front desk to pay and receive additional instructions.

**Where can we place items (backpacks, umbrellas, bags) we brought on the trip?**

All items will remain in a designated area next to the water fountain/front desk. Please be aware that this is an unsecured location, so no personal items should be left unattended.

**Where are the restrooms located?**

They are on the left side of the lobby, across from the admission desk.

**What if our group is delayed and we miss our field trip time?**

If you are going to be late please call in advance. Welcome and introductions begins promptly at the beginning. If you miss this time, you can still do your self-guided visit. Unfortunately by arriving late, you will be shortening your field trip by the amount of time you arrive late. Please note: we have other field trips scheduled and arriving on time is essential for the students to get the best experience possible.

**Do the field trips and activities meet Texas Academic Standards?**

Yes, you can find a list of TEKS on our website.

**Can we eat lunch at the museum?**

While we do not have an onsite lunch facility, Dean Porter Park is located across the street from the museum, and is a great place for your group to have lunch. Lunch breaks are not offered during the middle of a field trip. Your group is also welcome to eat lunch in the outdoor Pavilion.

**Where do parents park?**

Parents may access our parking lot off of Pierce Street. If our parking area is full, we recommend parking in the parking lot in front of Camille Playhouse.

**How many students may I bring on a field trip?**

All field trips require a minimum of 30 students and most can accommodate up to 100 students. Groups that arrive with less than 30 students will be charged the regular admission rate of \$8 per student for the number of students visiting the museum.

**How do I make a reservation?**

Reservations are taken on a first-come, first serve basis and can be made by calling the museum at (956) 548-9300, Tuesday - Friday, 9:00 am - 5:00 pm. You may also complete a Field Trip Request Form located on our website or book online. Once your request is processed, you will be contacted to finalize details and confirm the date and time of your trip. We recommend scheduling your trip early in the school year in order to secure your preferred date and time.

# FREQUENTLY ASKED QUESTIONS

## **When do we pay for our Field Trip?**

A deposit of 1/2 of your invoice total holds your date and time. Your field trip reservation is not secured until the deposit is paid. The deposit is non-refundable. If reserving your trip at 4 weeks in advance, the deposit is due within 2 weeks of making the reservation. Trips reserved less than 3 weeks in advance will need to pay the deposit within 2 business days.

## **What happens if our group arrives late?**

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 that everyone can experience as much as possible. Please consider morning traffic when selecting your arrival time.

## **How will my students tour the museum?**

Students will be broken up into small groups to tour the museum, usually by class. When your trip is confirmed, you will be told how many small groups will be needed for your trip. Determining your groups prior to arrival will expedite the orientation process and allow for more time in our exhibits. At least one adult is needed to chaperone each small group.

## **How many chaperones do I need to bring?**

At least one adult is needed to lead each small group that will tour the museum. For the best field trip experience, we recommend having no more than one adult to every five to ten students. Parent chaperones will be charged an admission fee of \$6. Teachers and school faculty will be admitted with school and charged an admission fee of \$6.

## **Where do buses drop-off and pick-up students?**

We recommend that buses drop-off your group at our pedestrian entrance on Pierce Street and that they pick-up your group at the rotunda across the park near Camille Playhouse. Buses may park in this area.

# YOUR PLANNING CHECKLIST

## RECOMMENDATIONS

**There is no credit provided for any guest included in field trip who do not participate in the arts/craft session or Stuftee health presentation as scheduled.**

**There is no credit provided for Students/Teachers/Paraprofessionals who were unable to attend the field trip and were originally invoiced.**

- Make your reservation through our website, calling CMB at 956-548-9300 or emailing [lucy@cmofbrownsville.com](mailto:lucy@cmofbrownsville.com). Please book your trip as early as possible so that we may accommodate you with the date that best fits your schedule.
- Select chaperones for the trip and plan a brief meeting for the chaperones using the Visitors Guidelines and this checklist. We request a ratio of 1 adult to 10 children.
- Plan at least 1.5 hours to fully explore all exhibits.
- Kindly give 15 day notice if you must cancel your trip. Groups that do not show up for their scheduled visit or cancel less than 15 days in advance will be charged a \$25 cancellation fee.
- The museum is open to the public during field trips. We recommend a name badge with the school name and/or child's first name.
- Provide bus drivers and/or car drivers of plans for dropping off children. There is plenty of parking adjacent to our building that may be accessed by Pierce Street.
- There are two unisex bathrooms in the front lobby area. Please ask receptionist for directions.
- Your group leader should visit the admissions desk with payment before your group has entered the museum.
- Payment must be completed on the day of your visit. Acceptable forms of payment include: cash, checks made payable to The Children's Museum of Brownsville (or CMB), Visa or Master Card. One person paying for all attendees is appreciated.
- Adults should interact with children at all exhibits. Use the prompt sheets provided at each exhibit to encourage and ask, do not just give answers. Follow the child's lead and allow them to set the pace.
- If children are going to make gift shop purchases, please remember that chaperones must accompany them in the gift shop to assist in choosing items within their price range.
- Lunch may be eaten outside at the beautiful Dean Porter Park (no reservations needed).
- Year Passes holders and/or Lucky Passes are not allowed to be used toward payment of a field trip.

# FIELD TRIP TEAM:



**AMY**



**LUCY**



**JARI**



Amy Tygrett, Education & Exhibit Experience Manager  
Lucy Villanueva, Office Manager & Field Trip Coordinator  
Jarixell Cordova, Guest Relations Coordinator