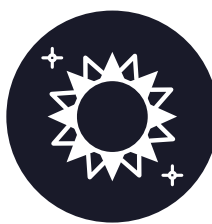
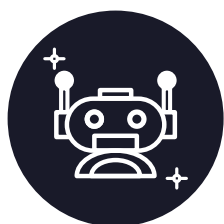


Children's Museum
of Brownsville

FIELD TRIPS GUIDE FOR TEACHERS



WWW.CMOFBROWNSVILLE.ORG

Childrens Museum of Brownsville

Children will learn through role-playing, discovery, and imagination while exploring the 25,000 square feet of over 12 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 * TinkerToy

To guarantee the most memorable experience for your students, CMB invites you to consider whether we are an age-appropriate destination for your students based on the following:

- CMB offers 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 the power of play.
- Our educational exhibits are Texas State Standards (TEKS) aligned.
- Our Field Trip Team is ready to facilitate your students' educational experience.

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

Time slots

CMB can accommodate field trips during our normal weekday business hours on the following time slots:

- **Field Trip Grades K2 to 2nd:** 9:00 to 10:30 am, 10:45 am to 12:15 pm, 12:30 pm to 2:00 pm
- **December (1-31) Field Trip Grades K2 to 2nd:** 9:00 to 10:30 am, 10:45 am to 12:15 pm, 12:30 pm to 2:00 pm
- **STEAM Field Trip Grades 3rd to 5th:** 9:00 to 10:30 am, 10:45 am to 12:15 pm, 12:30 pm to 2:00 pm

Prices

- Individual Student admission for a Regular Field Trip is \$8 per person
- Individual Student admission for a Holiday Field Trip is \$9 per person (December 1-31)
- Individual Student admission for a STEAM Field Trip is \$9 per person
- Teachers and/or chaperone 10:1 ratio

Field trip groups of 30 or more children are required, and a maximum of 100 students is allowed per school. Field trips with less than 30 student/teachers rate: \$9.50 per person.

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.

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.

Scheduling a trip

Step 1: Make your reservation

Group Visits and/or Field Trips may be scheduled from Tuesday 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) 517-1490 or emailed to lucy@cmofbrownsville.com or book online at www.cmofbrownsville.org.

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.

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 2: Payment

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). Any overpayments will only be refunded in the form of lucky passes.

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

Step 3: Confirmation

Once you receive a formal confirmation email with your booking ID and reservation information. Please review the email and all attached documents.

Cancellation

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) the school will be responsible for full amount invoiced.

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.
- Covid-19 symptoms
- Influenza symptoms
- RSV symptoms

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

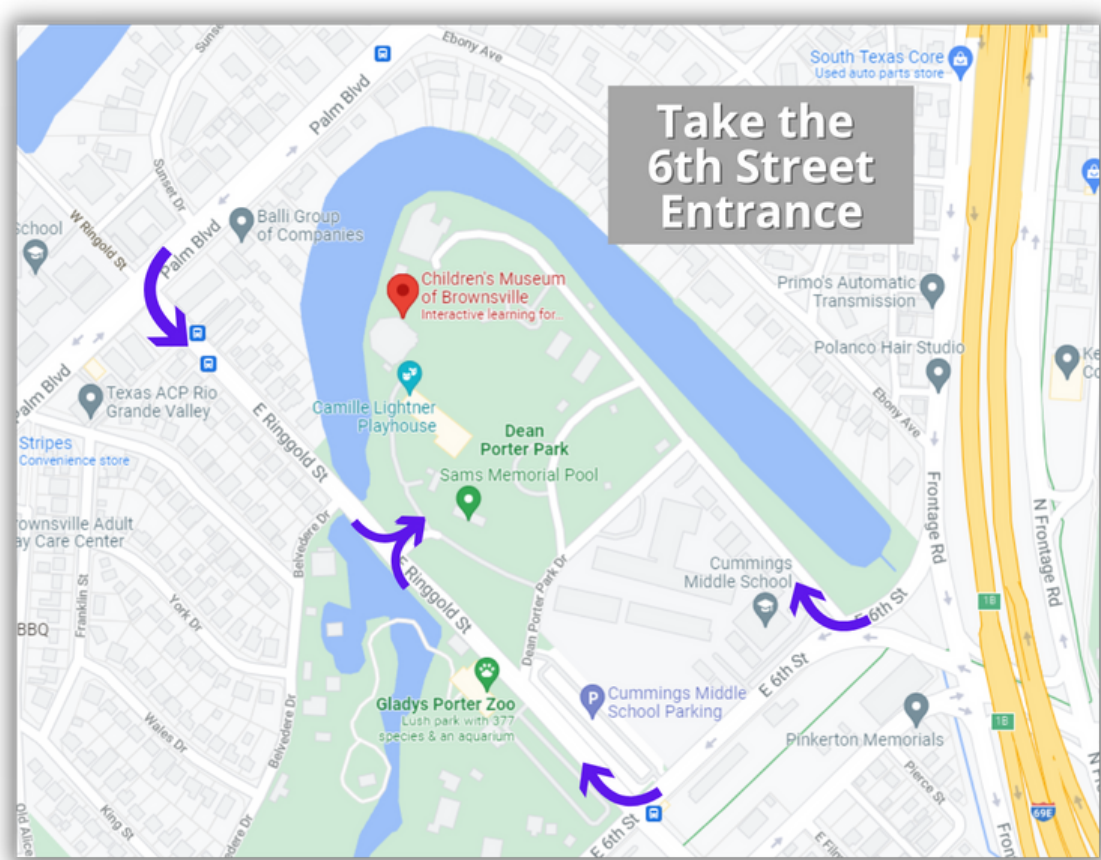
- Follow all directions of the museum staff and volunteers.
- Adults should interact with children at all exhibits! Encourage children to ask questions.
- Please only use your walking feet and inside voices.
- Be sure to take turns at all exhibits and treat the exhibits kindly.
- Please share with others 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 and entering

CMB address is:

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 on-site 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 \$9.50 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, Monday - Friday, 10:00 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 or purchase order holds your date and time. Your field trip reservation is not secured until the deposit is paid or purchase order received. The deposit is non-refundable.

How will my students tour the museum?

Students will be broken up into small groups to tour the museum, usually by class. 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 the same admission fee of the students. Teachers and school faculty will be admitted with school and charged the same admission fee of the students.

Where do buses drop off and pick up students?

We recommend that buses drop off your group inside Dean Porter Park. They pick up your group at the rotunda across the park near Ringgold Civic Pavilion. Buses may park in front of Sam's pool to wait for students.

Does the museum have a gift shop?

The museum does have a gift shop with many toys and neat gifts to purchase. Students will be given some time to browse our gift shop. It is recommended that the student's bring additional money to purchase items of choice.



JAIME



LUCY



JARI



Jaime Menchaca, Education Coordinator
Lucy Villanueva, Office Manager & Field Trip Coordinator
Jarixell Cordova, Museum Manager