

# WELCOMES YOU!

Thank you for choosing the Academy for your group's field trip. To prepare for your visit, please read this letter in its entirety. In addition, the following materials included in this packet will help you plan your trip:

- Field Trip Schedule Planner
- Chaperone Guide
- Bus Parking Directions

**PLEASE PRINT AND FILL OUT PAGE 3 OF THIS PACKET TO GIVE TO YOUR CHAPERONES.**

Chaperones can use the provided QR code to download copies of the Museum Map. Physical copies will also be available during your group orientation.

## RESERVING AND CONFIRMING YOUR FIELD TRIP

*The following activities must be reserved at least 3 weeks prior to your visit.*

- **Lunch time** 30 minutes in our Commons Room; please remember to pack and bring your own lunches.
- **Outside In** Meet some of our live animals, take a peek inside a live beehive, and engage in your own "eureka" moment as you discover how nature and wildlife connect on a worldwide level in our children's hands-on nature center!
- **Live Auditorium Shows** All school groups are now scheduled to attend an educator-led program exploring a natural sciences subject! Will you learn about dinosaurs, insects, the water cycle, or another topic?

**School groups may be asked to split into smaller sections of 15 to 20 guests while visiting the museum. Please assign chaperones and children to any small groups ahead of your arrival.**

Times to attend an **Auditorium Show** will be included in your attached **Field Trip Schedule**.

If you've requested time in **Outside In** or the **Lunchroom**, the schedule will also include specific times for each of your groups to attend these spaces.

If anything is missing from your reservation, or if you would like to add any programs, call the Reservations Office at 215-299-1060 at least three weeks prior to your scheduled arrival. We will do our best to accommodate requested changes to your schedule depending on availability.

**Confirmation of both your school's payment method and timeline are required at least three weeks prior to your reservation date.** All remaining balances, including program and admission fees, are due upon arrival unless otherwise agreed upon in writing during your communications with the Reservations Office.

**Final headcounts are due two weeks in advance of your arrival.** Cancellations must be made a minimum of two weeks prior to your visit to be eligible for a refund. Cancellations made within two weeks of visiting may otherwise be subject to cancellation fees or other penalties.

Headcount reductions of **seven or fewer guests** upon arrival are not eligible for a monetary refund. Overpayments of more than \$100 made via check are refundable by check back to the original issuing account upon request. In order to process a check refund, a copy of your school's W-9 must be emailed to ANS\_reservations@drexel.edu within the two weeks following your original visit.

Overages from last-minute headcount reductions may be exchanged for pre-printed general admission passes of equivalent value, while larger overages may alternatively be transferred toward the cost of an upcoming field trip. If your school has not yet booked for any additional field trips, a tentative date must be provided within two weeks of your original check-in and assigned to a new reservation in order to take advantage of this option.

*Museum memberships cannot be combined with group visits. Other discounts, coupons, and affiliate memberships are not applicable with group admission.*

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## THE DAY BEFORE YOUR TRIP

Fill out the *Field Trip Schedule Planner* and make copies for your chaperones. Remember, if you are bringing a large group it is likely that chaperones will not all follow the same schedule (different lunch times, different *Outside In* times, etc.).

Here are some helpful tips:

- Refer to the *Field Trip Schedule* attached to your confirmation email. Make sure the listed events for each group are filled out by you on the *Field Trip Schedule Planner* included in this packet.
- Make sure arrival time to your activities and departure time from the museum are clearly noted.
- How about Gift Shop time? The shop is not large, so do not send everyone at once! Be sure to explain the 8% city sales tax to your kids.

**Being on time is very important**, especially for programs and lunchtime, so please communicate with your staff and chaperones and give them all the information they will need.

## FIELD TRIP DAY!

1. Enter the museum through our **Group Entrance on 19th Street**; let your bus drivers know.
2. Make sure each chaperone has their **Field Trip Schedule Planner** and **Chaperone Guide** and knows which students are in their care for the day.
3. Have an accurate **head count** of both children and adults prior to check-in.
4. Academy staff will direct you to the Commons Room to **unload lunches**. All food and drink **MUST** be kept there; no food or drink is allowed on the museum floor.
5. Academy staff will provide **group orientation**, answer questions and direct you to the Admission Desk and exhibits.
6. Please be aware that that extra chaperones that were not included in your original headcount may be unable to enter certain museum spaces.

**If you have any questions, do not hesitate to call.  
See you on Field Trip Day!**

- Due to limited space, please make sure that individual lunches are boxed together and labeled.
- Please review the museum **RULES** prior to arrival. Remind your students to walk through the museum, to respect exhibit boundaries and to stay with their chaperones at all times.



# FIELD TRIP SCHEDULE PLANNER

Check your reservation email's attachments for a **customized Field Trip Schedule**, and use it to fill out copies of the below form for your chaperones. (For example, if your school has been split into smaller groups, you'll see lines for Group 1, Group 2, and so on, with an attendee count for the number of students and chaperones per group. Lines without any "Group #" label indicate that all your students and chaperones should attend together). Refer to the instructions in your Reservation Email to divide and assign all students and chaperones to their respective groups before entering the museum.

## Program & Location

10:00 \_\_\_\_\_

10:15 \_\_\_\_\_

10:30 \_\_\_\_\_

10:45 \_\_\_\_\_

11:00 \_\_\_\_\_

11:15 \_\_\_\_\_

11:30 \_\_\_\_\_

11:45 \_\_\_\_\_

12:00 \_\_\_\_\_

12:15 \_\_\_\_\_

12:30 \_\_\_\_\_

12:45 \_\_\_\_\_

1:00 \_\_\_\_\_

1:15 \_\_\_\_\_

1:30 \_\_\_\_\_



**CHAPERONES**  
Scan this QR code  
for a paperless  
map of the museum.

## Chaperone Tips

- **Remember the Rules!** Please walk in the museum, respect exhibit boundaries, keep food and drink in designated areas and ask children to stay with their chaperones at all times. **Disruptive behavior will not be tolerated**, and you are responsible for the behavior of the children placed in your care.
- **Lost Child Procedure:** Report directly to a security guard or Academy staff person. Provide us with the name of the school and the name of the child, and we will take care of the rest.
- **Program/Activity locations** will be reviewed upon arrival during your group orientation.
- **Space limitations:** Certain museum spaces have limited capacities. Please *follow your schedule* to ensure the best experience for your students.
- **Outside In:** Access to *Outside In* requires an additional fee. Reservations to visit Outside-In must be made in advance of arrival by the group leader.
- **Lunch Procedure:** Please arrive on time (not too early, tables may not be clean for you yet) and be prepared to leave on time.
- **Fire Alarm Procedure:** Please stop and gather your children and make your way to the nearest exit. Elevators will not be available, but Academy staff will be walking through the museum to provide direction and help those with strollers and wheelchairs.
- **Free time:** Be sure to visit Dinosaur Hall, our diorama halls, and changing exhibit galleries!

## CHAPERONE GUIDE

### Tips for Exploring the Academy With Children

The Academy is home to many hidden gems if you take the time to look closely.

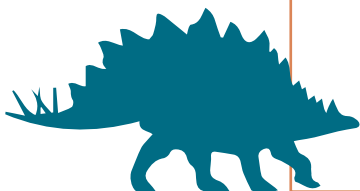
**Encourage investigation.** Scientists are expert observers of the world around them. Encourage your students to slow down and observe details in the dioramas and other exhibits. Ask open-ended questions such as "What do you notice?," "Why do you think that?," "How do you know that?," "Have you seen anything like this before?," and "What is the same / what is different about the animals in the diorama?"

**Don't worry about knowing all the answers!** These questions are to encourage your students to look for answers and information in the exhibits. Some are to encourage imagination and do not have specific answers. Encourage discussion and feel free to take part!

**What is a diorama?** A diorama is a lifelike exhibit that shows a scene from nature. The dioramas at the Academy feature mounted animals arranged in native habitat settings against painted backgrounds.

**Real or Fake?** The animals in the dioramas are REAL but they are not alive. They have been specially prepared by people called taxidermists to look like they did when they were alive. The animals you see here are made of real animal skins put over a model of the animal's body. The eyes, teeth and tongues are not real. Check out *Secrets of the Diorama* on the 2nd Level to learn more.

**Why do we have dioramas?** The dioramas were constructed before television and before it was easy to travel around the world to learn about the animals. Dioramas brought the natural world to the interested public, and they are still a great way to learn about these animals and their habitats today!



### FUN FACTS ABOUT THE ACADEMY

The Academy is home to 19 million scientific specimens from diatoms to snails, catfish and fossils.

The collections in the Academy Library range from journals from the 1500s to snippets of hair from George Washington and Thomas Jefferson.

Our scientists study the environment and help us understand how humans affect aquatic ecosystems.

## BUS PARKING DIRECTIONS

### Directions to Callowhill Bus Parking Facility at 2<sup>nd</sup> and Callowhill Streets

Group drop-off for the Academy of Natural Sciences will be on 19<sup>th</sup> Street. After drop-off, continue on 19<sup>th</sup> Street to the **Second Traffic Light. Make a Right onto JFK Boulevard.**

Continue for one block on JFK Boulevard to 20<sup>th</sup> Street. **Make a Right onto 20<sup>th</sup> Street.**

Continue on 20<sup>th</sup> Street for 1/2 mile to Spring Garden Street. **Make a Right onto Spring Garden.**

Follow Spring Garden Street to 2<sup>nd</sup> Street. **Make a Right onto 2<sup>nd</sup> Street.**

Continue on 2<sup>nd</sup> Street to Callowhill St. Enter Parking Facility.

### Directions from Callowhill Bus Parking Facility to Academy

Exit Parking Facility onto Callowhill Street. **Make a Right onto 3<sup>rd</sup> Street.**

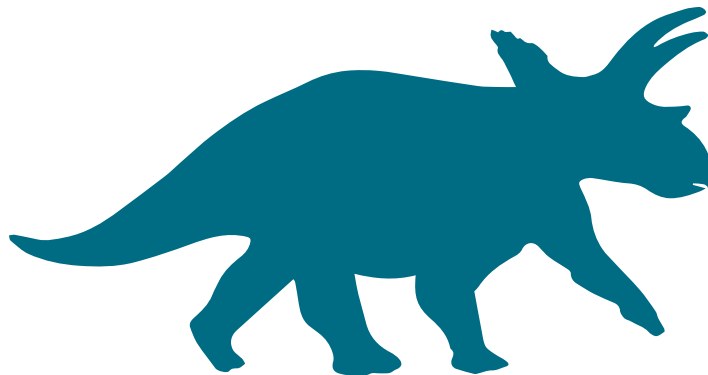
Continue on 3<sup>rd</sup> Street to Spring Garden Street. **Make a Left onto Spring Garden Street.**

Continue on Spring Garden Street to 21<sup>st</sup> Street. **Make a Left onto 21<sup>st</sup> Street.**

Continue on 21<sup>st</sup> Street to the Ben Franklin Parkway. **Make a Left onto the Ben Franklin Parkway.**

Ben Franklin Parkway merges into Logan Circle. **Make a Right at 19<sup>th</sup> Street. Continue on 19<sup>th</sup> Street for ½ block to Academy of Natural Sciences Drop-Off/Pick-Up Area.**

**Parking at the Callowhill Bus Parking Facility is \$20 per day, per bus.**



# FLOOR PLAN

