

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.

You do not need to print the Museum Map; copies of the map will be provided to your chaperones upon arrival.

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
- **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!
- **Discovery Lessons** In-depth investigations of the natural sciences in a private class taught by Academy teachers.

School groups are asked to split into smaller sections of up to 35 guests while visiting the museum. Please assign chaperones and children to any small groups ahead of your arrival.

If you have requested time in *Outside In*, the Lunchroom or any Discovery Lessons, your Schedule & Invoice letter will include specific times for each group 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.

A nonrefundable deposit of \$50 is due upon booking your reservation. Payment for all remaining balances, including program and admission fees, is due upon arrival. The museum reserves the right to turn away groups for insufficient funds. **Cancellations must be made a minimum of two weeks prior to your visit for a refund. Cancellations within two weeks of your visit will still be charged a \$50 fee PLUS the cost of scheduled programs and lessons.** Overpayments by check are refunded by check back to the original account. *Museum memberships cannot be combined with group visits. Other discounts, coupon, and affiliate memberships are not applicable with group admission.*

THE DAY BEFORE YOUR TRIP

Fill out the *Field Trip Schedule Planner* and make copies of the schedule and the Museum Map 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 lesson times, etc.).

Here are some helpful tips:

- Refer to the *Field Trip Schedule & Invoice* attached to your confirmation email. Make sure the listed events 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**, **Museum Map** 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.
6. Please be aware that chaperones other than teachers or nurses may not enter the lesson classrooms at this time.

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

Check your group's customized schedule on the Field Trip Schedule and Invoice letter attached to your email, and use it to fill out this form for your chaperones.

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.
- **Lesson/exhibit locations** will be reviewed upon arrival during your group orientation.
- **Extra-cost activities:** Certain museum spaces have space limitations (Discovery Lessons, *Outside In*). Reservations must be made in advance 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!

Program & Location

10:00 _____

10:15 _____

10:30 _____

10:35 _____

11:00 _____

11:20 _____

11:45 _____

12:05 _____

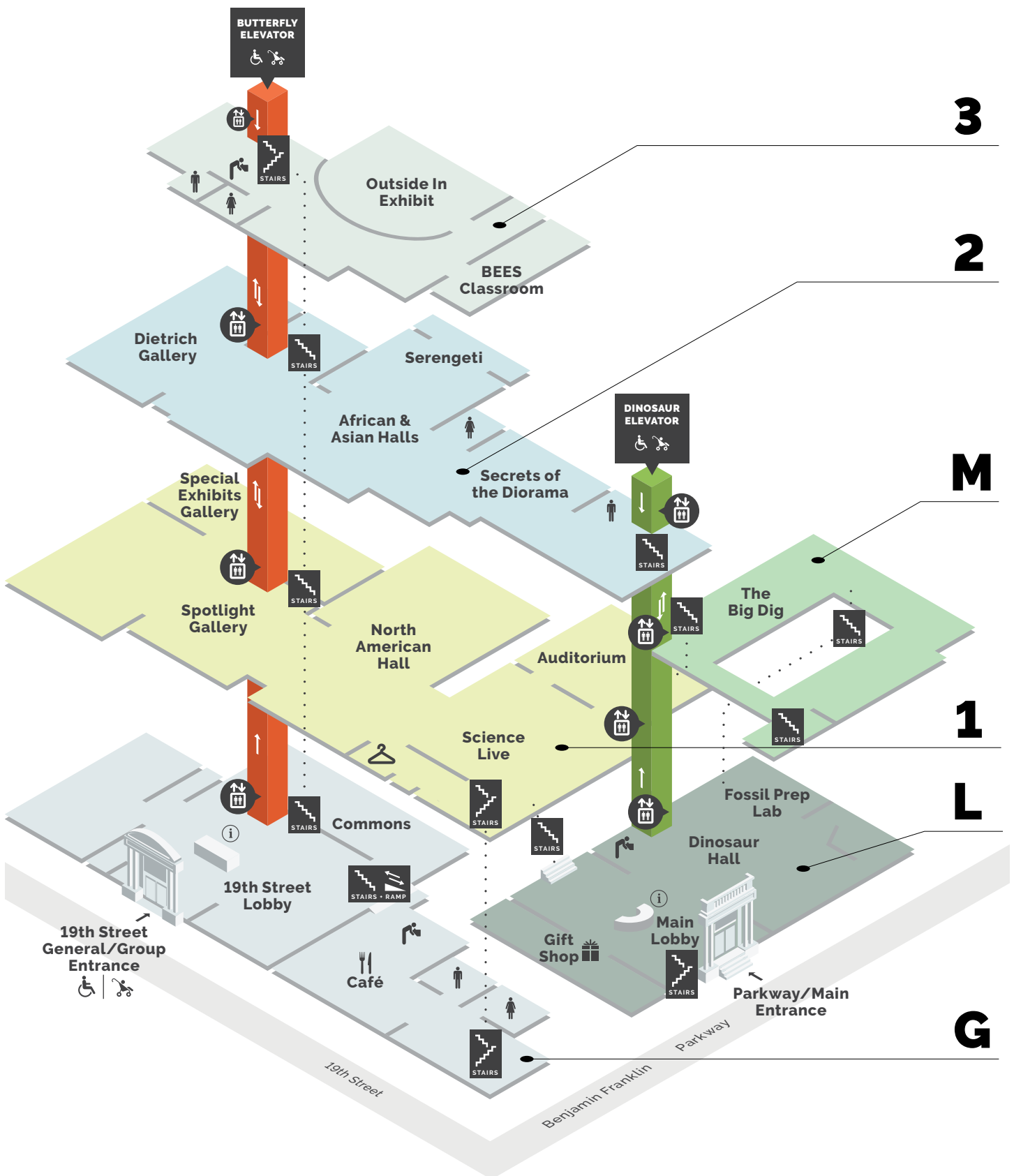
12:30 _____

12:50 _____

1:15 _____

2:00 _____

FLOOR PLAN



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.

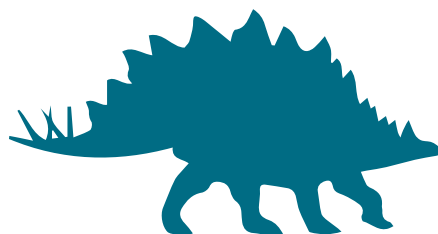
Why do we have dioramas? The dioramas were constructed before television and before it was easy to travel around the world to learn about the animals. Dioramas brought the natural world to the interested public, and they are still a great way to learn about these animals and their habitats today!

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 2nd and Callowhill Streets

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

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

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

Follow Spring Garden Street to 2nd Street. **Make a Right onto 2nd Street.**

Continue on 2nd 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 3rd Street.**

Continue on 3rd Street to Spring Garden Street. **Make a Left onto Spring Garden Street.**

Continue on Spring Garden Street to 21st Street. **Make a Left onto 21st Street.**

Continue on 21st 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 19th Street. Continue on 19th 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.

