Fieldtrip Policies and Recommendations

- **THE TEACHER IS CONSIDERED A CHAPERONE.** A minimum of 3 chaperones are required. A maximum of 4 chaperones are allowed. The number of chaperones is specified on the confirmation letter.
- If a student has an aide, please notify the Gateway Field Trip Coordinator during scheduling. The aide will accompany that student during the field trip and will NOT be considered as a chaperone for the group.
- Prior to departing school, all adults with your group should know whether they are a chaperone, aide or driver. Provide the Chaperone Guide to all chaperones prior to field trip.
- ONLY children in the participating class will be accommodated (ie. NO siblings or other family members). Families are encouraged to visit during Gateway regular open hours.
- Groups should plan to arrive 10 minutes early to allow time for drop off, parking, for teachers and chaperones to receive Gateway teacher/chaperone lanyards and to start promptly.
- Field trips will not be extended for late arrivals.
- If snacks or bathroom breaks will be necessary before or after your field trip, please adjust your arrival/departure time accordingly.
- For the safety of the students, groups should arrive and enter museum together – no in/out privileges or late arrivals.
- For the safety of the students, any adult not wearing a Gateway chaperone lanyard assigned by the teacher after arrival at Gateway will not be allowed in the museum.

Payment, Cancellations, Changes and Refunds

- All field trips must be paid by the due date specified on the Confirmation Letter to secure your date and time.
  1. Purchase orders can be emailed to jbgreene@csuchico.edu. When a PO is received, the field trip is considered paid. Please reference the Confirmation Letter Number on the PO.
  2. Checks should be made out to “Research Foundation – Gateway” and mailed to: Gateway Science Museum, Attention Field Trip Coordinator, CSU, Chico, 400 W. First St., Chico, CA 95929-0545. Please include the Confirmation Number on the check.
  3. Payment by credit card can be completed Mon-Fri 8am-3pm by phone at (530) 898-4119.
- Reservations not paid by the due date, as indicated on the Confirmation Letter, are subject to cancellation and will be available for booking by another class.
- A notice of cancellation by the teacher must be received at least five (5) business days prior to scheduled field trip to receive a full refund. Missed field trips or field trips cancelled less than five days prior to scheduled field trip date will be charged 100% of the field trip cost.
• Rescheduling or changes are subject to availability. If rescheduling occurs less than five (5) business days prior to scheduled field trip, a rescheduling fee of $25 will be charged.

Parking Information

The attached parking map will be helpful for all drivers. Buses can drop off and pick up students in front of the museum. The bus must be parked off site for the remainder of the class visit.

Do NOT park in the Bidwell Mansion parking or the CSUC R4 designated stalls. Parking in these locations while visiting Gateway may result in a citation.

Drivers that will not be staying as chaperones may temporarily park without a permit in the Gateway lot only during drop-off and pick-up.

University parking permits are required to park in the Gateway lot. In addition, vehicle information must be entered on the museum parking log and the permit must be displayed on the vehicle dashboard. Permits can be purchased at the kiosk near the museum entrance. CSU, Chico parking permits (G, F/S, R4) are also accepted in our lot.

• ONLY credit/debit cards with Visa or MasterCard logos are accepted. NO CASH OR COINS.
• One credit card can purchase ONE permit. It may not be used to purchase multiple permits.
• Permits are $1 per hour. A 2-hour permit is sufficient for a field trip.
• A museum docent will be available to help with permits and will also have the museum parking log.

Parking in the Gateway parking lot beyond the designated field trip time may result in a citation.

Chaperone Responsibilities

• Stay with your group
• Model and enforce appropriate museum behavior
  ▪ No use of cell phones
  ▪ No food or beverages