TEACHER GUIDE - OPEN FIELD TRIPS

GATEWAY SCIENCE MUSEUM
625 The Esplanade
Chico, CA 95926

Fieldtrip Policies and Recommendations

- **THE TEACHER IS CONSIDERED A CHAPERONE.** A minimum of 3 chaperones per class is required, and a maximum of 1 chaperone for every 5 students is allowed. A *maximum* of 4 chaperones will be allowed for a class of 20 students, 5 chaperones for a class of 25 students, 6 chaperones for a class of 30 students. The number of chaperones is specified on the confirmation letter. If fewer than the required minimum number of chaperones attend the field trip, an additional $25 per adult will be charged.
- 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.
- Prior to arrival, divide your class into 2 smaller groups with a balanced number of chaperones per group.

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 specified in 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 other 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.

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) 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 for up to four (4) hours or $5 for all day parking. 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

• Help students engage, focus and explore the exhibits
• Assist museum docents with any behavioral issues and safety concerns
• Stay with your group
• Model and enforce appropriate museum behavior
  ▪ No use of cell phones
  ▪ No food or beverages
**Frequently Asked Questions**

**Why are we limiting number of chaperones?**

- We have always had a limit on number of chaperones (1:5), but we are having to enforce this as a result of abuse.
- Chaperones are to assist in providing an educational experience for students. There have been issues with adults socializing and not supervising appropriate museum behavior.

**Why can I not be a chaperone with a younger sibling in attendance?**

- The museum experience is for the class attending. Those not in enrolled in the class will not be accommodated. Families can visit together during Gateway’s regular open hours.
- When a chaperone has another child with them, we have found they no longer are able to fully focus on chaperoning those in their group.

**I have an emergency or very important phone call or have to go out to my car. Can I come back in?**

- If a phone call must take precedence over the field trip, please notify the museum docent for your group and proceed to the Gateway Gardens for the phone call. Please rejoin your group when finished.
- If it is emergency that requires leaving the museum building and not returning, inform the museum docent AND the teacher. Please return the Chaperone Lanyard to the museum docent. Once a chaperone leaves the building, they are no longer able to return as a chaperone. For the safety of your children, we do not allow adults into the museum while a field trip is in progress.
Parking for Gateway Science Museum Field Trips

1. Parking permits are $1 per hour or $5 all day. Pay at kiosk with credit/debit card ONLY.
2. Place permit face-up on dashboard of vehicle AND
3. Enter vehicle information on parking log with docent.

Bus drop off/pick up zone. Buses must park off-site during field trip.

Kiosk ONLY ACCEPTS CREDIT/DEBIT CARDS with the Visa/MasterCard logos. Please follow instructions on kiosk carefully to purchase permit. A docent should be available to help. Free 2-hour parking and metered parking are available along Memorial Drive and Esplanade.