



MOWT Field Trip FAQ's

Please read through this list before visiting with your group. This document is regularly updated, so please review with each return visit.

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How do I book a field trip with the Museum of World Treasures?

All tours must be requested with the Tour Request Form, which can be found in the Field Trips for Kids page under the Education tab on our website at www.worldtreasures.org.

If you have questions or want to check dates before requesting a tour, feel free to call 316.263.1311 or email education@worldtreasures.org.



After your form is received by the Education Department, a confirmation will be sent within about a week. Do not consider a tour date and time booked until you have received a confirmation. A confirmation email and/or phone call will also be made around a week in advance of your tour.

What is your cancellation policy?

As we often bring in extra staff and volunteers for our tours, it is imperative that you let us know if you need to cancel your tour. Please let us know about any cancellations or changes at least 48 hours in advance of your scheduled tour time. If you schedule a tour and do not show up, MOWT reserves the right to refuse tours in the future.

What is the cost of admission for a field trip?

- \$6 per adult chaperone (excludes teachers, paras, and bus drivers)
- \$6 per non-Title I student
- \$4 per Title I student (Title I discounts are not available during the summer)
- Free for teachers, paras, and bus drivers

Guided and self-guided tours receive the same pricing

What kind of payment do you accept?

We accept cash, check, and card (Visa, MasterCard, or Discover). **All payments are due at or before the time of the program.** We are not able to invoice you as you arrive.

If your school sends a check for more than the final amount, MOWT will cut your school a refund check and mail within the following 2 weeks.

What are the minimum/maximum numbers of students and adults?

Minimum=10 paying participants required for all school discounts, 15 paying participants required for any guided content

Maximum=175 students (maximum 200 people total)



What are my tour options?

You can choose to have a general highlight tour or one of our themed, curriculum driven tours. You may also make custom requests. Custom tours may not be available at certain times of year.

Hands-on activities are available free of charge where space, time, and resources allow. Please ask about these upon booking.

What should I expect before our field trip?

After booking your tour, you will receive a confirmation of your information within about a week. We understand that your numbers may change. Invoices in advance are available upon request.

You'll also receive a confirmation call and/or email about a week before your visit.

Do you have any education resources for before or after our tour?

Please visit the Field Trips for Kids page under the Education tab on our website at www.worldtreasures.org.

How can I prepare my students for our visit?

Aside from any pre-trip curriculum covered in class, prepare your students with discussions of proper museum etiquette and behavior using our Museum Manners sheet. Be sure to prepare your chaperones as well!

Please note:

If your group is scheduled to go through the gift shop, please let the kids know that is a gift shop so they can bring money. Student gift shop sales ensure that we can keep our tour prices low.

When should we arrive? What should we do when we arrive?

All groups: As we do not have a large staging area for groups inside of the Museum, we ask that you please have your group stay either on the bus or on the plaza in front of our building while the group



leader comes to check in. When the group leader comes to check in, a Museum staff member or volunteer will give you further instructions on readying your group to come into the Museum.

Morning groups: As the Museum does not open until 10am, we are unable to open the door until 9:50am at earliest. Please do not plan to enter the Museum before this point. **Afternoon groups:** We often need time to reset the Museum and make preparations after a morning tour up until your tour begins. Please keep students either on the bus or in the plaza until your group leader has checked in and received further instructions from a MOWT staff member or volunteer.

Group leader: when checking in, please know the number of students, paras, teachers, and bus drivers and have payment ready. If you have not already turned in your tax exempt form, have it ready as well.

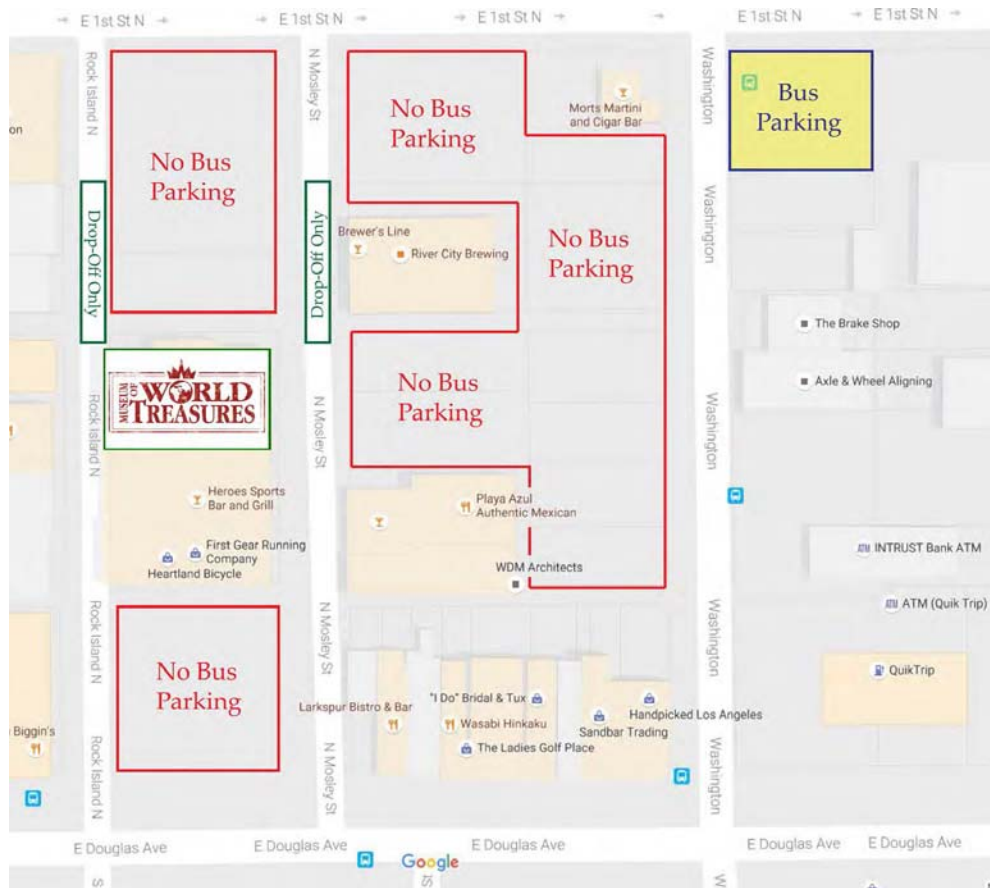
After you have checked in, we will discuss the plan for the day with the group leader and will ask you that your group divide into the groups discussed beforehand.

Late policy: As we often book tours back to back, it is crucial that your group arrive on time so that we stay on schedule. If a group is more than 30 minutes late without contacting us, the Museum reserves the right to reschedule or cancel the tour.

Where should our bus park?

Busses can drop off students from Mosley or Rock Island. After students are dropped off, please park buses in the empty lot Southeast of 1st and Washington. **Busses cannot remain parked on Rock Island, Mosley, on the Plaza, or in parking lots in front of local businesses.** The Museum cannot be responsible for any tickets given for inappropriate parking. Please keep in mind that all parking will be tight around lunch time.

A parking map is provided below and on our website at www.worldtreasures.org.



What is my role as a teacher while at the Museum? What is the role of the chaperones?

It is our expectation that teachers and chaperones understand and respect all the stated policies and that they, not museum staff, will oversee the behavior of students at all points during the trip. If at any point the group is not behaving according to the expectations laid out by Museum staff or volunteers, teachers and chaperones may be asked to assist in returning behavior to acceptable levels.

Otherwise, please enjoy your tour! You've worked hard to plan this, so enjoy the fruit of your labors.

Can we stay all day?

Please only stay for as long as you are scheduled. We prefer to keep your time at the Museum to 3 ½ hours or less to allow us to accommodate multiple schools throughout the day. Extra time restrictions may apply during busier months.



Is there a lunch space we can use? Do you have a space to store our lunches?

We have space for about 80 people to eat lunch. If you have a larger group, you will need to discuss the possibility of larger accommodations with the staff member booking your tour.

If the weather is nice, we ask that you eat out on the plaza. This will give the students a chance to get some fresh air in the middle of their trip. If you use the lunch space, please assist us in leaving the space cleaner than you found it.

We have carts to hold individual lunches or large coolers if needed. Please let Museum staff know if you'll need this.

Can the students play in the play area of the Children's Activity Center?

Due to space limitations, we ask that all school groups stay out of the play area of the Children's Activity Center during their trip to the Museum.

Can we shop in the Gift Shop?

Yes, if you have scheduled it as a part of your field trip. Museum staff will talk with you about group size and time limitations when visiting the gift shop.

Please remember that our Gift Shop is also our point of entry. Guests entering the Museum will be assisted before guests who are checking-out.

How do the scavenger hunts work?

The teacher monitored scavenger hunts are provided as a way to help teachers and students spend some extra time looking around in an orderly manner. We will provide the necessary materials, but teachers and adult chaperones will lead the hunts.

Important rules:

- 1) Please do not write on displays or cases.
- 2) Prizes are not provided for the completion of scavenger hunts. We suggest that you offer class credit or extra credit for students that complete the hunts.
- 3) We ask that all students be accompanied by an adult throughout the exploration time.