



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 should be requested with the Tour Request Form, which can be found in [the Field Trip Request Form](#) page under the Education tab on our website at 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.*

What is your cancellation policy?

As we often bring in extra staff and volunteers for our tours, it is important that you let us know if you need to cancel your tour. If you need to reschedule or cancel your tour, please let us know at least 2 business days before your scheduled tour time. If you schedule a tour and do not show up, MOWT may need to refuse tours in the future.

What is the cost of admission for a field trip?

- \$6 per non-Title I student
- \$4 per Title I student (Title I discounts are not available during the summer)
- \$6 per adult chaperone (excludes teachers, paras, and bus drivers)
- 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). **We ask that all payments be made at or before the time of the program.** While we aren't able to invoice at the time of your arrival, advanced invoices are available for prepayment.



If your school sends a check for more than the final amount, we will issue a refund and mail it to you within two 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 - 150 students (maximum of 175 people total) For any groups larger than this, please contact museum staff at educationassist@worldtreasures.org.

What are my tour options?

Tours by default cover some exhibits on the first floor. (The focus is mainly on the Fossil Gallery and Egypt Exhibits.) If there are other areas of the museum you would like to focus on, or areas you would like to avoid during your tour, please specify when booking.

Hands-on activities are available where space, time, and resources allow. Most are free of charge, but some will cost an additional \$1 per student. 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. Advance invoices are available for prepayment.

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 Museum Store, please let the kids know that there 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 we do when we arrive?

Group Arrival:

Since we have limited space inside the Museum, we kindly ask that your group **remain on the bus or in the plaza until the group leader checks in**. Upon check-in, a Museum staff member or volunteer will provide instructions for entering the Museum.

- **Morning Groups:** The Museum opens at 10:00 AM, so please plan to enter no earlier than 9:50 AM.
- **Afternoon Groups:** We may need time to reset the Museum between tours. Please wait on the bus or in the plaza until the group leader has checked in and received further instructions.

Group Leader: When checking in, please have the total number of students, paras, teachers, and bus drivers ready, along with payment and any tax-exempt forms if applicable.

After check-in, we will review the day's plan with the group leader and ask that the group be divided as discussed.

Late Policy: To keep our schedule on track, it's essential that your group arrives on time. If your group is more than 30 minutes late without contacting us, we may need to reschedule or cancel your tour.

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

We expect teachers and chaperones to be familiar with and uphold all museum policies, taking responsibility for student behavior throughout the visit. If students need guidance to meet the



behavior expectations set by our staff or volunteers, we may ask teachers and chaperones to step in and assist.

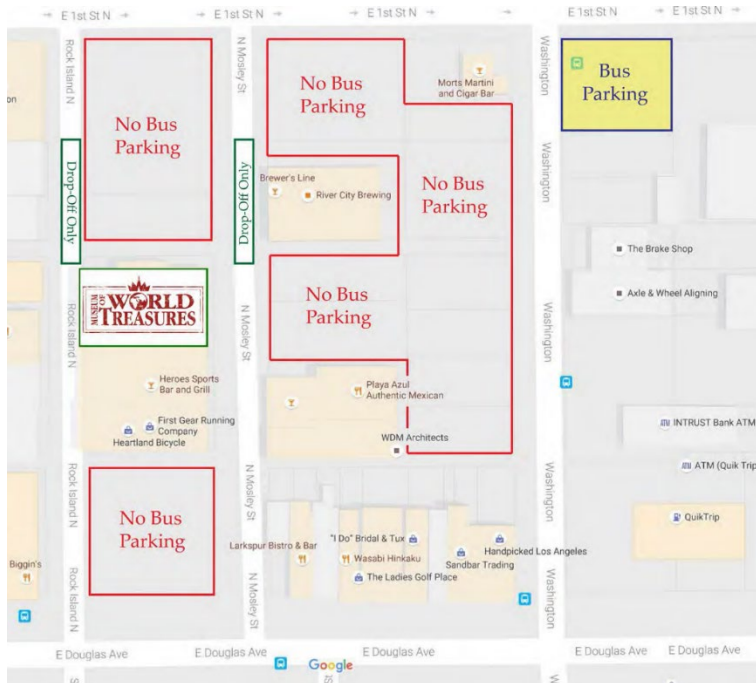
Can we stay all day?

We ask that you stay for the duration of your scheduled visit. To accommodate multiple schools, we recommend limiting your time at the Museum to 3 ½ hours or less. During busier months, additional time restrictions may apply.

Where should our bus park?

Buses can drop off students on Mosley or Rock Island. After drop-off, please park in the empty lot southeast of 1st and Washington. Buses cannot remain parked on Rock Island, Mosley, the Plaza, or in the parking lots of nearby businesses. Please note that parking can be tight around lunchtime, and the Museum is not responsible for any parking tickets. UPDATE August 2024: Beginning January 1, 2024, the City of Wichita is implementing paid parking in Old Town. Please check with us for the latest info.

Click for a [printable version of this parking map](#).





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

We have seating for about 60 people. If your group is larger, please discuss additional accommodation options with the staff member booking your tour. Lunch space is not guaranteed unless confirmed during booking.

If the weather is nice, we may ask your group to eat on the plaza in front of the Museum. If you use the indoor lunch space, we appreciate any help you can provide with cleaning up.

We also have carts available for holding individual lunches or large coolers. Please let our staff know if you'll need them.

Can the students play in the play area of Ivan's Playhouse?

Due to space limitations and to allow individual daily visitors to enjoy the area, we ask that all school groups stay out of Ivan's Playhouse during their trip to the Museum.

Can we shop in the Museum Store?

Yes, if it's included in your field trip schedule. Our staff will coordinate with you on group size and time limitations for visiting the Museum Store.

Please note that the Museum Store is also our main entrance. Guests entering the Museum will be assisted before those checking out.

How do the scavenger hunts and exploration time work?

Our scavenger hunts are designed to help teachers and students explore the Museum in an engaging and orderly way. We'll provide all the necessary materials, but we rely on teachers and adult chaperones to guide the hunts.

A few important guidelines:

1. Please avoid writing on displays or cases.
2. While we don't offer prizes for completing the hunts, we suggest considering class credit or extra credit for students who participate.
3. We ask that all students be accompanied by an adult during their exploration.