

# Group Trip Guide

## Pre-Visit Preparation

### Two Weeks in Advance

- Make sure you have a check, credit card, or cash for payment.
- Make arrangements for your lunches.
  - Bring your own lunches. Go to the park across the street.
  - Rent the Party Room and order lunches to be delivered.
- Confirm bus reservations or car plans and make sure the drivers have directions to the Museum.
- Download the Group Trip Guide from our website.

### 72 Hours in Advance

- Make any changes to your head count by calling 239-260-1600 or emailing [education@cmon.org](mailto:education@cmon.org).
- Re-read your confirmation email and review your group's schedule for the day.
- Arrange small groupings of about 6 children to 1 chaperone.
- Prepare Chaperone Guides to distribute the day of your trip.

## Please Remember

- C'mon is open to the public and your group will be interacting with other children during their exhibit explorations.
- C'mon has a garden full of pollen and insects and a café with wheat, dairy and nut products. Please discuss allergies with chaperones and be sure that each child with allergies is adequately prepared for the day.
- Children who are found repeatedly not upholding C'mon's behavior expectations or found causing damage to the Museum's exhibits or facilities will be asked to leave and may result in an early end to the group trip for the entire group.

## Group Field Trip Day

- Provide each child with a nametag listing their first name and the group's name.
- Provide a Chaperone Guide to each of your chaperones, listing their schedule and students' names.
- **Have your bus/cars drive to the School Entrance on the east side of the museum.**
- Your group will be met by a C'mon team member once you are at the School Entrance. They will give a brief orientation to your group and explain the Museum behavior expectations.
- Have your final head count ready for the team member.
- After orientation, a team member will lead your group into the Museum to begin your day.
- Once you are in the Museum, it is the group leader's responsibility to move their group around and keep on schedule.
- Lunch break has been built into your visit.
- Please remember, groups cannot enter the Museum before 10:00 am.

