



# FIELD TRIPS

A T T H E H E A L T H M U S E U M



## In-Person Field Trip FAQs and Reservation Guide

The safety and health of students and staff is always the highest priority at The Health Museum. We are employing best preventative practices regarding COVID-19 and will meet or exceed Harris County safety standards and operating guidelines. As a scientific institution committed to serving both the greater community at large, we are committed to providing a welcoming, educational and—most importantly—safe space for students and educators. To learn more about our extensive safety measures, please visit <https://www.thehealthmuseum.org/covid-19>.

### What are your prices?

2020-2021 Pricing	General Admission*	Complimentary Chaperone	Additional Chaperone	Discovery Labs
School/Homeschool	\$8.00	Free	\$8.00	+\$6-\$12 per lab
Title I**	\$5.00	Free	\$8.00	+\$6-\$12 per lab

\*All prices are per student and or per chaperone. Please note that the museum requires a ratio of 1 chaperone per every 10 students. These chaperones are free of charge. Additional chaperones pay the same rate as the students.

\*\*Title 1 schools will need to provide LEA ID and campus # on the reservation form.

### How do I reserve a field trip?

- ✓ Visit our Field Trip web page at [www.thehealthmuseum.org/fieldtrips](http://www.thehealthmuseum.org/fieldtrips) and click on In-Person Field Trips.
- ✓ Review the 2022-2023 Educator Guide, then complete and submit the online reservation form.
- ✓ After your reservation request is submitted, if the date requested is available, an invoice will be emailed to the contact person submitting this form within **five (5) business days**.

## How do I pay for my visit?

Field trip reservations are on a first-come, first-served basis. A non-refundable deposit of \$50 **must** be received two (2) weeks after your reservation has been confirmed to ensure your field trip date is secured. The non-refundable deposit is credited towards the total balance due. **Reservations without paid deposits within two weeks will be canceled. Non-refundable deposit is not required if the reservation is paid in full within the two weeks.**

Payments can be made by credit card or check. Please make sure to include your invoice/sales order ID number. Please make checks payable to “The Health Museum” and mail to:

**The Health Museum  
Reservations Department  
1515 Hermann Drive  
Houston, TX 77004**

Final payments are due no later than **14 business days** before your field trip. Reservations without paid balances will be canceled. If you are reserving a field trip within 14 business days of your visit, the reservation must be paid in full upon receiving your confirmation.

If scheduling multiple reservations, a separate payment is required for each date reserved. If checks include more than one reservation payment, it will not be accepted.

Any chaperones not included in the reservation and paying separately will pay the regular museum admission. **Museum memberships and guest passes/vouchers are not valid for field trip entrance.**

## Can I make changes to my reservation?

- ✓ Rescheduling or changes can be made until 14 business days before your scheduled field trip.
- ✓ Changes must be made in writing via email to [reservations@thehealthmuseum.org](mailto:reservations@thehealthmuseum.org).
- ✓ Schools bringing fewer students than reserved will be given general admission vouchers for each student that is paid for but not attending; no monetary refunds will be given.
- ✓ Schools bringing more students than reserved will be expected to pay for the additional students and chaperones upon arrival. Space is not guaranteed, and accommodations will be made based on availability.
- ✓ Vouchers, gift passes, Museum memberships, and general admission tickets cannot be used to pay for field trip reservations.

### **What if I need to cancel my field trip?**

- ✓ Cancellations must be received in writing by e-mail within at least 14 business days prior to the scheduled field trip date.
- ✓ Any “no-shows” or schools that fail to cancel within 14 business days prior to the scheduled field trip will be billed for the full contracted amount of the reservation.

### **How many chaperones can I bring?**

- ✓ We require that K-12 schools bring one chaperone for every ten students. The required chaperones will receive complimentary general admission.
- ✓ Each additional chaperone will be charged the adult group rate of \$8.
- ✓ Chaperones or parents that arrive and pay independently of the group will be charged the regular adult admission rate of \$10.

### **Where do buses drop-off and pick-up students?**

Bus pick-up and drop-off is on La Branch Street at the group entrance of The Health Museum. Bus parking is not available along La Branch St., but limited bus parking is available along other streets in the Museum District. For The Health Museum, we recommend trying to park your bus along Crawford Street next to the museum. Please give your bus driver this information so all our guests can safely arrive and depart.

### **Where do individual vehicles park?**

If you will be arriving in individual vehicles, parking is available in our surface lot for \$8 per vehicle.

### **Can we eat lunch at The Health Museum?**

- ✓ We do not have an onsite lunch facility, or an area for students to eat lunch.
- ✓ However, many groups bring a picnic lunch and eat across the street at Hermann Park or McGovern Centennial Gardens before or after their scheduled field trip.
- ✓ If you plan on attending the museum for more than 2 hours, please inform reservations in advance so that accommodations can be made.

### **Can I preview The Health Museum before our field trip?**

We welcome all teachers to visit the Museum in advance of their scheduled field trip. We recommend attending a Teacher Tour or just visiting to find out what the Museum has to offer and how to use it in your classroom. We would also be happy to attend a faculty meeting or parent organization meeting to present our programs.

### **As a current member, will my FIELD TRIP reservation HAVE any additional discounts?**

Memberships cannot be used for additional discounts on school field trips or group visits. For additional information please contact Reservations at [reservations@thehealthmuseum.org](mailto:reservations@thehealthmuseum.org).

### **Plan Your Visit Prior to Your Visit**

- ✓ Complete required school documentation (field trip permission forms, transportation forms, etc.).
- ✓ Secure chaperones, including the required emergency chaperone, for the trip and ensure that they are aware of arrival and departure times.
- ✓ Confirm your final headcount. Chaperones not included in the reservation and paying separately will pay the regular museum admission rate.
- ✓ Review field trip educator guide.

### **Day Before Your Field Trip**

- ✓ Assign student groups to chaperones (10 students per one chaperone required).
- ✓ Confirm the required contingency chaperone is ready with their own transportation.

### **Day of Field Trip: Arrival**

- ✓ Museum doors will open at 10:00 am. Please let bus drivers know to drop off the students and chaperones on La Branch St. NOTE: We do not provide school bus or motor coach parking.
- ✓ If you are running late for any reason, please contact the Visitor's Service Desk at 713-521-1515.

### **Day of Field Trip: During Your Visit – COVID-19 Guidelines**

- ✓ All students and chaperones must comply at all times with all applicable safety policies and procedures.
- ✓ Face coverings are recommended but not required in the general museum areas including classrooms, but are **required** in the DeBakey Cell Lab
- ✓ Groups must be subdivided into groups of six (6) students and one (1) chaperone.

#### **Day of Field Trip: During Your Visit**

- ✓ All tours are self-guided.
- ✓ Chaperones must remain with their students throughout the visit and are responsible for their group's behavior.
- ✓ For everyone's safety, no running or rough play is permitted. Please emphasize the importance of using inside voices while within the museum.
- ✓ If your group visits the museum's gift store, please note that a maximum of 5 students (accompanied by a chaperone) are allowed at a time.

We want our visitors to enjoy their experience at The Health Museum and expect all groups to respect other visitors. If these guidelines are not followed, you may be asked to leave the museum. If this occurs, you will not be refunded for your visit.

#### **Day of Field Trip: Departure**

When your group is ready to depart, please call for your bus only when your entire group is at the bus pick-up area and ready to leave.

**We thank you for joining us at The Health Museum. Have fun!**