



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 6 students. These chaperones are free of charge. Additional chaperones pay the same rate as the students, but group sizes must not exceed 7 individuals per group. One additional chaperone designated, as the contingency chaperone will be admitted free of charge. Please see the in-person field trip FAQ for more information at thehealthmuseum.org/fieldtrips.

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

ADVISORY: Please note that due to current social distancing and group gathering guidelines due to COVID-19, groups must remain in subgroups of 7 or less individuals (6 students for every 1 chaperone) for museum exploration, McGovern Theater.

*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 and click on In-Person Field Trips.
- ✓ Review the 2020-2021 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 three (3) weeks after your reservation has been confirmed to ensure your field trip date is secured. **Reservations without paid deposits are subject to cancellation.**

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

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

Final payments are due 10 business days before your field trip.

The museum requires one payment to be made for each reservation. The lead teacher is responsible for collecting payment from additional chaperones attending the field trip prior to arrival. 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 10 business days before your scheduled field trip.
- ✓ Changes must be made in writing via email to reservations
- ✓ 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 10 business days prior to the scheduled field trip date.
- ✓ Any “no-shows” or schools that fail to cancel within 10 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 six 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 Street 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 or along Hermann Drive. 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 \$5 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.
- ✓ Lunch breaks are not offered during the middle of a field trip.

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 713.337.8451 or 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 (6 students per one chaperone required).
- ✓ Confirm the required contingency chaperone is ready with their own transportation.
- ✓ Prepare final payment, which is due 10 business days before field trip. Final payment is due in the form of a single check, cash or credit card via one transaction. No refunds will be issued after the payment has been received.
- ✓ Remind students of proper museum etiquette as outlined in the field trip educator guide.

Day of Field Trip: Arrival

- ✓ Please arrive at least 15 minutes prior to their scheduled start time. Museum staff will direct bus drivers to the appropriate drop off location. NOTE: We do not provide school bus or motor coach parking.
- ✓ Upon arrival, the lead teacher will need to go to ticketing to pay any remaining balance for the field trip.
- ✓ If you are running late for any reason, please contact the reservations office at 713-337-8451.

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.
- ✓ All students, chaperones and staff must wear a self-provided cloth face covering for the duration of their visit.
- ✓ Groups must be subdivided into groups of six (6) students and one (1) chaperone and each group must maintain 6 ft of distance between each group and others at the museum.

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 6 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!