

Field Trip FAQ and Reservation Guide

Make classroom science lessons come to life at Frost Science through inclusive educational experiences. Frost Science field trips offer an engaging three-hour experience for students every weekday morning. Standards-based pre- and post-field trip materials are available to enhance and support classroom learning, along with facilitator guides that teachers and students can use to enrich their visit.

What should I do before I make reservation?

- Plan your field trip at least three weeks in advance.
- Confirm permission for the trip with your school administration.
- Pick three potential dates for your school trip that work with your school calendar.
- Confirm your school buses will be available on those days.
- Select your field trip program.

What are your prices?

- Prices depend on the field trip option that is chosen.
 - Museum Exhibits only
 - \$14.95 per students / additional chaperones for Non- Miami Dade County School.
 - \$12.71 per students / additional chaperones for Miami Dade County School.
 - Museum Exhibits + Planetarium
 - \$16.95 per students / additional chaperones for Non- Miami Dade County School.
 - \$14.71 per students / additional chaperones for Miami Dade County School.
 - Museum Exhibits + Enhanced activity (Tuesday – Friday only)
 - \$17.95 per students / additional chaperones for Non- Miami Dade County School.
 - \$15.71 per students / additional chaperones for Miami Dade County School.
- A ratio of 1 chaperone per every 10 students is required.
- Field Trip rates apply to groups of 10 or more.
- Field Trip lunch can be pre-ordered for \$8.00 per person (see Field Trip Lunch PDF) or if you are planning on bringing lunch please let us know on the reservation form.

How do I reserve a field trip?

- Visit our Field Trip web page at www.frostscience.org/field-trip
- Review the Field Trip Program Guide, then complete and submit the online reservation form.
- After your reservation request is submitted, an invoice and confirmation will be emailed to you.

How do I pay for my visit?

Field trip reservations are on a first come/first serve basis. A non-refundable deposit of \$75 or 20% of the total due (whichever is greater) must be received 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/money order.

Please make checks or money orders payable to “Frost Science” and mail to:

Frost Science
Reservations Department
PO Box 45-2805
Miami, FL 33245-2805

Purchase Orders (MDCPS ONLY) can also be submitted in lieu of a deposit

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Final payments are due the day of your scheduled 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, choosing to pay separately will pay the regular museum admission rate and will not be guaranteed seats in shows/activities scheduled for your field trip.

Museum memberships not valid for field trip entrance.

What time do field trips take place?

All field trips at the Frost Science are three (3) hours in duration, typically beginning at 10:00 a.m. Groups are expected to arrive 15 minutes prior to their scheduled start time. NOTE: Late groups might miss scheduled activities, with no opportunity to reschedule for later shows.

Plan your visit

Two weeks before your trip to Frost Science

- Complete required school documentation (field trip permission forms, transportation forms, etc.).
- Secure chaperones for trip.
- The museum requires a ratio of 1 chaperone per every 10 students.
- Your field trip schedule and lunch time will be emailed to you.
- Review museum map to familiarize yourself with the museum layout.

One week before your trip to Frost Science

- Confirm your final head count and lunch order with Frost Science reservations team
 - Extra chaperones are welcomed if their numbers do not exceed a 10% variance from the group totals that were given in your original reservation.
 - Lunch orders require a final count 5 days prior to field trip date. If no changes are made, the original total will be expected upon arrival.
- Review the field trip resources located on the field trip web page
 - Provide several challenges for students to meet during their visit
 - Create questions that require students to read, manipulate, observe and interact with the exhibits.

Day before Your Trip to Frost Science:

- Designate a lead teacher.
- Assign students to groups and one chaperone for every 10 students per our chaperone ratio requirements.
- Adjust final count of students, teachers and chaperones. This number will be given at check-in along with the Required Teacher Admission Sheet.
- Prepare payment. Final payment is due upon check in.
 - Final payment is due in the form of a single check, cash or credit card prior to entrance to Frost Science in one transaction. No refunds will be issued after payment has been received
 - If the school is not paying for chaperones, ensure that chaperones know which venues/shows they will need to purchase tickets for. NOTE: Any chaperones choosing to pay separately will

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pay the regular museum admission rate and will not be guaranteed seats in shows/activities scheduled for your group.

- Remind students of proper Museum etiquette as outlined in the field trip confirmation documentation.
- Distribute curriculum to students, along with necessary materials.
- Ensure chaperones are aware of arrival and departure time and procedures.

Upon Arrival:

- All groups should arrive at least 15 minutes prior to their scheduled start time. Field Trip guests should remain on the buses for a step-aboard orientation from a museum representative prior to entering the museum.
- Museum staff will direct bus drivers to the appropriate drop off location.
 - NOTE: We do not provide school bus or motor coach parking. Visit <https://www.miamiparking.com> for bus parking options. Paid automobile parking is available in the Museum Park underground parking garage.
- After the students and chaperones have received the museum rules and the lead teacher has provided the *Required Teacher Admission Sheet* the lead teacher will be escorted to ticketing to pay the field trip balance due for the correct number of students and chaperones in attendance.
- Lunches brought to the museum must be pre-collected in large bins, boxes or coolers (no large plastic bags or individual lunch bags/boxes) and clearly labeled with the school name and teachers name. It is the school's responsibility to unload lunches from the bus.
- If you are running late for any reason, please contact the reservations office at 305-434-9564.

During your visit:

- Teachers and chaperones are responsible for getting their group to each location on time, as all tours are self-guided.
- Chaperones must remain with their students throughout the visit and are responsible for their group's behavior.
- Please encourage the chaperones and students to engage in discussions about their discoveries and to ask the Museum staff questions or for clarification on exhibit content.
- For everyone's safety, no running or rough play is permitted. Please emphasize the importance of using inside voices while within the Museum.
- Should your group decide to visit the Museum store, we ask that no more than 15 students visit the store at any given time and that a teacher or chaperone accompany the students.
- We want our visitors to enjoy their experience at Frost Science and expect all groups to respect other visitors. If these guidelines are not followed, you may be asked to leave the Museum with no refund.

What if I cancel or make changes to my reservation?

- If you must cancel, please send a **written cancellation** no later than 10 days in advance of your visit. Written cancellations must be sent via email (FieldTrips@FrostScience.org).
- Field trip deposits are non-refundable. Deposits are transferable, can be used towards a future field trip and must be used within 1 calendar year from the date paid. After this date the non-refundable deposit will be donated to the Frost Science general fund.
- Lunch orders require a final count 5 days prior to field trip date. Without prior notification, the original total will be expected upon arrival.

For additional questions please contact the reservations department at 305-434-9564 or Fieldtrips@Frostscience.org.