



## Field Trip Chaperone Guide

Thank you for being a chaperone! This leadership role is vital for a safe & fun learning experience.

### **Chaperone Ratio Requirement:**

Pretend City Children’s Museum has the following ratio requirements:

Children 0-3 years: 1 Chaperone/ 3 Children

Children 4-8 years: 1 Chaperone/ 5 Children

Children 8+ years: 1 Chaperone/ 8 Children

*If this ratio is not met, we will deny admittance.  
No refunds or exceptions will be made.*

### **Chaperone Instructions:**

- Stay with your group at all times. Inadequately supervised groups or groups causing disturbances may be asked to leave.
- Review the community codes with your students and help them follow the codes.
- Accompany your students when visiting the Pretend City Mini-Mall.

### **Pretend City Community Codes**

Pretend City Children’s Museum is a public space. All visitors deserve respect and the opportunity to enjoy the learning spaces in a fun and peaceful environment. If the community codes are not followed, your group may be asked to leave. No refunds or exceptions will be made.

- Grown-ups need to be accompanied by a child to enter Pretend City.
- Children need to be supervised by a grown-up.
- Pretend City encourages all visitors to play in peace.
- Pretend City is not responsible for lost or stolen items.
- Pretend City is a cell-phone free and electronics free facility.
- Enjoy your food and drinks only in the designated areas.

#### **Restrooms**

Restrooms are located throughout the museum; consult the map for locations.

#### **First Aid**

Our First Aid Room is located next to the Marina. Please notify staff if you need assistance.

#### **Lost Child**

If you have lost a member of your group, please let a staff member know so we may assist you.

#### **Lost & Found**

Our Lost and Found area is located at the front desk. Please ask the front desk for assistance.

#### **NOTES**

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#### **Itinerary Notes**

Lunch Time –  
Departure Time –

#### **Students in Your Group**