



Field Trip Checklist

3 Weeks Before you Visit:

- ✓ Review your Contract, Reservation Confirmation, and Invoice.
- ✓ Provide your final count and payment (due 3 weeks prior to your scheduled field trip).
- ✓ If a purchase order was submitted, your final count is due, however, payment is due at least a week before your scheduled trip.

1 Week Before you Visit:

- ✓ Watch for the "Final Confirmation" e-mail. This confirmation will include your itinerary for the day, your final count, bus parking map, chaperone guide, and curriculum guide (if applicable).
- ✓ Confirm your chaperones and provide instructions for the visit. Please remember that our ratio requirements are mandatory. If the ratio requirement is not met the day of the field trip, your group will not be admitted to the museum (no refunds will be given).

0-3 Years Old: 1 Chaperone for every 3 Students

4-7 Years Old: 1 Chaperone for every 5 Students

8+ Years Old: 1 Chaperone for every 8 Students

Final Preparation – Day of: What to do before you arrive

- ✓ Give the Bus Parking Map to the driver.
- ✓ Put your children into groups according to our ratio requirement (see above).
- ✓ Hand out the chaperone guide and any other information to the chaperones (including everyone's role for the day, schedule, and group roster).
- ✓ Double check your itinerary for the day. Please arrive at your scheduled time - early arrivals will not be accommodated. If you are running late, please call (949) 428-3900.
- ✓ Consolidate student lunches into labeled boxes or bins. Please, no student backpacks.

Arrival at the Museum: What to do when you arrive

- ✓ While still on the bus, take a final head count of students and all adults to be admitted with your group. Any additional students and/or adults that were not already paid for with the final payment must pay full price admission at the front desk upon arrival.
- ✓ Buses should park in the unloading zone (see bus parking map) and have the primary contact check in at the front desk. Staff will come out to greet your students. Please remain on the bus until instructed by a Pretend City Staff to enter the museum.
- ✓ If your group is arriving by car, we ask that you carpool as parking is within the designated Pretend City parking lot. Additional parking is available on streets as indicated by signs. Have your group meet outside of Pretend City and once the majority of your group has arrived, the Primary Contact may check in at the front desk. Please keep your group outside until instructed to come inside by Pretend City staff.
- ✓ Staff will start the visit by providing wristbands to all children and adults in a matching color, lead the group into the museum, and review the Pretend City Community Codes.

During your Visit:

- ✓ Ensure each chaperone stays with their students at all times. Groups are required to follow Pretend City's Community Codes.
- ✓ Listen to announcements and updates for your group during your visit such as lunch & departure times.
- ✓ In case of emergencies or lost children - please contact a staff member as soon as possible.