



## Field Trip FAQ and Reservation Guide

Make science come to life at the Phillip and Patricia Frost Museum of 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 exhibition 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 (3) 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 and go to [frostsscience.org/fieldtrips](http://frostsscience.org/fieldtrips) to begin the online registration process.
- Look out for an invoice and confirmation email after your reservation request has been submitted.

### What are your prices?

Prices depend on the field trip option that is chosen.

Date of visit	General Admission*	+ Frost Planetarium Show	+ Enhanced Field Trip
August 12 – October 31	\$11.95	FREE	\$ 4.00
November 1 – March 13	\$11.95	\$2.00	\$4.00
March 14 – May 31	\$13.95	\$2.00	\$4.00
June 1 – August 11	\$14.95	\$2.00	Not offered

*\*All prices are per student. 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. Frost Science Museum membership or other discounts may not be used in conjunction with field trip and group rates.*

- Field Trip rates apply to groups of 10 or more.
- Field Trip lunch can be pre-ordered for \$8.00 per person plus 8% sales tax (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.frostsscience.org/fieldtrips](http://www.frostsscience.org/fieldtrips)
- Review the 2019-2020 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 \$75 or 25% of the total due (whichever is greater) 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/money order. Please make sure to include your invoice/order number. Please make checks or money orders payable to “Frost Science” and mail to:

Frost Science Reservations Department  
1101 Biscayne Blvd  
Miami, FL 33132

Purchase Orders: Miami-Dade County Public Schools and Broward County Public Schools may submit a PO in lieu of a deposit

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 and guest passes/vouchers are not valid for field trip entrance.

### **What if my final count of students changes?**

The final count of students is required five (5) business days prior to the visit. Payment based on that final count will be required in full at the time of arrival for the field trip, regardless of day of absences from students. Additional students and chaperones may be added at the group rates, but there is no guarantee that they will be able to participate in the scheduled venues/shows with the larger group and are subject to availability.

### **What time do field trips take place?**

All field trips at 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, and will not have an opportunity to reschedule for later shows or receive a refund.

## **Plan Your Visit**

### **Prior to Your Visit**

- Complete required school documentation (field trip permission forms, transportation forms, etc.).
- Secure chaperones for trip and ensure that they are aware of arrival and departure times.
- Confirm your final headcount. Chaperones not included in the reservation and 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.
- Place any lunch orders with the reservations team. Lunch orders require a final count five (5) business days prior to your field trip date or the original reserved number will be used.
- Review field trip educator resources located at [frostsscience.org/fieldtrips](http://frostsscience.org/fieldtrips).

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

- Assign student groups to chaperones (10 students per one chaperone required).
- Prepare final payment, which is due upon check-in at Frost Science. 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.
- If the school is not paying for additional chaperones, please ensure that the chaperones know which venues/shows they will need to purchase tickets for and that admission to the same venues/shows being attended by the students may not be available at the time of purchase. Chaperones cannot use a membership or guest passes/vouchers to enter with a group.
- Remind students of proper museum etiquette as outlined in the field trip confirmation documentation.

### **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. Visit [www.miamiparking.com](http://www.miamiparking.com) for bus parking options. (Paid automobile parking is available in the underground parking garage at the posted rates.)
- Upon arrival, the lead teacher will need to go to ticketing to pay any remaining balance for the field trip.
- Lunches brought to the museum will be unloaded from the bus by the teachers and chaperones and pre-collected in large bins (no large plastic bags or individual lunch bags/boxes will be accepted) and must be clearly labeled with the school name and lead teacher's name. Note: refrigerated storage will not be available.
- If you are running late for any reason, please contact the reservations office at 305-434-9564.

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

- All tours are self-guided; therefore, it is the chaperones' responsibility to arrive to ticketed shows on time.
- 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 15 students (accompanied by a chaperone) are allowed at a time.

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. 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. Buses will not be allowed to wait in the designated pick-up lanes for your group to arrive and will need to exit the museum drive if your group is not ready to leave.

## **Cancellations**

If you must cancel your field trip, please send **written cancellation** no later than 10 business days prior to your visit. Written cancellations must be sent via email ([fieldtrips@frostsscience.org](mailto:fieldtrips@frostsscience.org)).

Please note that field trip deposits are non-refundable. Deposits are transferable, however, and can be used towards a future field trip. This credit must be used within one (1) calendar year from the date paid. After this date, the non-refundable deposit will be donated to the Frost Science general fund.

For additional questions, please contact the reservations department at 305-434-9564 or [fieldtrips@frostsscience.org](mailto:fieldtrips@frostsscience.org).