

Field Trip Guide

Pre-Visit Preparation

Two Weeks in Advance

- Preview the Museum before your trip by showing your Collier, Lee, Glades, Hendry or Charlotte County teacher ID card at the Admissions Desk and watching the YouTube videos.
- Make sure your invoice has been paid in full. If you paid with a purchase order, make sure to provide full payment of your field trip fees at least two weeks prior to your trip to avoid cancellation.
- Make arrangements for your lunch. Boxed lunches are available for advance purchase through C'mon's Garden Café or schools may bring bagged lunches.
- Confirm bus reservations and make sure the driver has directions to the Museum.
- Download the Museum Field Guides from our website or print from the file sent via email with your invoice.

72 Hours in Advance

- Make any changes to your head count by calling 239-260-1600 or emailing education@cmon.org.
- Re-read your confirmation email and review your class's schedule for the day.
- Arrange small groupings of about 6 children to 1 chaperone.
- Prepare Chaperone Guides to distribute the day of your trip and send YouTube video link to chaperones.
- Download pre/post visit materials and field guides.
- Watch class YouTube video to prepare your class for their visit.

After Your Visit

- Use the post-visit material for your lesson to integrate the visit into your classroom.
- Send any comments or suggestions to education@cmon.org

Field Trip Day

- Provide each child with a nametag listing their first name and the school's name.
- Provide a Chaperone Guide to each of your chaperones, listing their schedule and students' names.
- **Have your bus drive to the School Entrance on the east side of the building.**
- Your bus will be met by a C'mon team member. They will give a brief orientation to your group and explain the Museum behavior expectations. Please keep the students seated on the bus until your team member arrives.
- Have your final head count ready for the team member.
- After orientation, Staff will lead your group into the Museum to begin your scheduled activities.
- Once you are in the museum, it is the teacher's responsibility to move their group around and keep on schedule.
- Give chaperones museum field guides to complete with children during exhibit exploration.
- Please bring your lunches in coolers or baskets, clearly labeled with your school and teacher names. Lunches should be brought off the bus and stored in the location designated by your team member.

Please Remember

- C'mon is open to the public and your students will be interacting with other children during their exhibit explorations.
- C'mon has a garden full of pollen and insects and a café with wheat, dairy and nut products. Please discuss allergies with chaperones and be sure that each child with allergies is adequately prepared for the day.
- Students who are found repeatedly not upholding C'mon's student behavior expectations or found causing damage to the Museum's exhibits or facilities will be asked to leave and may result in an early end to the field trip for the entire group.