

FIELD TRIP GUIDELINES

Registration:

Advanced registration is required for groups of eight or more.

Mail:

Complete the registration form and mail it to:

**Wonderscope Children's
Museum of Kansas City**

ATTN: Reservations
5700 King
Shawnee, KS 66203

Fax:

Complete registration form and fax to (913)268-4608.

Phone:

Questions regarding your field trip can be answered by calling (913)287-8888.

Visit our website, www.wonderscope.org, for reservation form and detailed program information.

Confirmation:

A confirmation will be sent with your date and time once the registration form is received. Payment will be due once the confirmation has been sent.

Payment:

Payment for the reserved number of children must be received by our office **two weeks prior** to the scheduled visit to receive the reduced rate. Payments received **less than two weeks** ahead will be subject to additional charges.

We accept Discover, American Express, Visa, MasterCard, Check and Cash.

Amount due is based on the number of reservations confirmed by the lead teacher **two weeks prior** to the scheduled trip. "I'm in FREE!" coupons will be given for children who are absent, so they may come back to the museum with their family.

Group size may be increased by up to 10 additional children on the day of the trip at the discounted pre-pay price.

During Your Visit:

Due to limited space, the picnic area is available **FREE** of charge, but must be reserved in advance (1/2 hour maximum time allotted).

If groups arrive early, field trip time may be adjusted to end 90 minutes from their actual arrival time.

If groups arrive late, the field trip may have to be abbreviated due to scheduling considerations. Please arrive on time to experience all we have prepared for you.

Chaperones:

All chaperones **MUST** be at least 18 years old.

At least one adult needs to be with any of your children when they are in our new water exhibit, H₂O! Please realize that your children may get wet while exploring this exhibit.

Adult interaction is an integral part of every field trip. All adults accompanying field trips are admitted for **FREE**, regardless of the payment option selected.

A **minimum** of the following are required:

- 1 adult / 6 school-aged children
- 1 adult / 5 pre-school aged children
- 1 adult / 2 toddler

Sibling Policy:

We understand parent chaperones may need to bring siblings on your field trip. In order to provide the best possible experience for everyone, we offer the following suggestions:

Field Trip: Please add siblings into your numbers when registering. Children under the age of 1 are **FREE** and don't need to be included.

Focus Field Trip: Attentive chaperones are important for the focus field trip experience. In order to ensure a successful class, we ask that siblings **do not attend** focus field trip sessions.

Cancellations:

Reservations made are considered firm and no shows will be invoiced for the full amount of the reservation. If we do not receive phone contact from you to cancel or reschedule, you will be billed for your reservation.

In the event of an emergency that causes your group to cancel your reservation, we will make every attempt to reschedule your group or send "I'm in FREE!" coupons for your students to visit the museum individually. **Cash refunds are not possible.**

Inclement Weather:

WCMKC will be closed due to inclement weather if the Shawnee Mission School District is closed. If this is the case, we will contact you when school is back in session to reschedule your field trip.

Hours:

Field trips are available during the following days and times:

Mondays	10 am – 5pm (Only March – May)
Tuesdays	10am – 5 pm
Wednesdays	9 am – 5 pm
Thursdays	8:30 am – 5 pm

WCMKC is closed on Mondays (September – February).

We do not schedule Friday field trips.

Is this your first time to Wonderscope? We invite teachers to come see what we have to offer with a free walk-through of our museum. (Please call (913) 287-8888 to set up a time.)