

ADVENTURE AWAITS OUTSIDE THE CLASSROOM

KOHL'S | FIELD TRIP
GRANT PROGRAM

Discovery World Admissions

- \$7/Student
- \$8/Chaperone

For every 10 students, Discovery World requires 1 chaperone. All chaperones within the 1:10 adult to student ratio are free. *Example: A school with 78 students and 9 adults would get 8 adults free and 1 adult would pay \$7.*

Field Trip Contact Information

reservations@discoveryworld.org

414.765.8625

<http://www.discoveryworld.org/education/reservations/>

To make a reservation, please provide:

- Amount of students/grade level
- Amount of teachers/chaperones
- Arrival Time
- Departure Time
- Name of School
- Address of School
- Contact Email and Phone Number
- Activity Choices (as in theatrical shows or educational labs)
- Range of preferred dates

Discovery World at Pier Wisconsin Procedures and Policies

Please read through this sheet carefully. Make a copy available to each of the chaperones attending your field trip.

RESERVATIONS POLICIES

Payment and contract must be returned to Discovery World two weeks prior to your arrival date. Should your number of attendees change prior to the two week mark, please call the Group Reservations Department at (414) 768-8625 and an updated contract will be sent. All changes to diminish your headcount must be made at least two weeks prior to your arrival date. No changes to diminish your headcount will be made to your reservation after the two-week deadline.

Your group must make a reservation in order to reserve group pricing, to view shows in theaters, or to participate in labs. Please contact the Group Reservations Department prior to your trip if you wish to reserve any of these activities for your group.



Should you need to reschedule after the two week deadline, your payment can be applied to your new date. Cancellations will receive no refund. Cancellations due to weather closures will not be penalized. Please contact the Group Reservations Department to confirm and reschedule your visit. Discovery World memberships **are not applicable** towards Group Reservations. The group rate is not valid with any membership, discount, or promotion.

ARRIVAL

Timely arrivals are **ESSENTIAL!** Please, allow enough travel time to account for weather, traffic, road conditions, etc. If your group is going to arrive later than the scheduled arrival time, please call (414) 765-8625 or (414) 765-9966 to inform us. However, please be advised that late arrivals may miss out on scheduled shows, labs, demonstrations, and other activities. No refunds will be given for missed activities as these activities cannot be held for late groups. Groups are asked to enter at the North entrance, where a Guest Services Team Leader will be waiting to welcome you. Bus parking is available free of charge in the Veterans Park parking lot.

SCHOOL AND CHAPERONE RESPONSIBILITIES

Groups must have at least (1) adult chaperone for every ten (10) students. These adults must stay with the group and enforce our rules at all times. Students must be with their chaperones at all times. **Teachers and chaperones are solely responsible for the behavior and discipline of their students.** Please, make sure all chaperones are aware of their responsibilities. Discovery World reserves the right to ask disruptive groups to leave without refund.

STUDENT CONDUCT

Upon arrival, the Guest Services Team Leader will brief the entire group on our rules of conduct. However, you may want to be familiar with them when planning your trip.

- No running, shouting, or horseplay.
- Students must stay with chaperones at all times. Chaperones must stay with their students at all times.
- No food, gum, or beverages allowed on exhibit floors, labs, theaters, etc.
- Respect other groups and individuals in the museum.
- Discovery World is a hands-on, self-guided museum. Exhibits are “user-friendly”, but they can be damaged. Therefore, exercise care in their use.
 - We reserve the right to expel any person or group behaving in a disruptive manner.

These rules are to keep everyone safe and allow maximum enjoyment of our programs and facilities. The Guest Services Team Leader will dispense wristbands, exhibit floor maps, and go through your group's itinerary upon arrival. Please make your chaperones aware of the day's events and activities.

LUNCHES

Please bring individual/bag lunches all contained in a box(es) or other suitable containers labeled with your group/school name. When groups arrive, lunches will be collected and stored in our lunchroom. Lunchroom time is limited to 30 minutes. **There will be no exceptions.** Your entire group is responsible for picking-up and wiping the tables for the next group's lunch session.

COATS

Coats will be collected upon arrival at Discovery World by our floor staff and are stored in a non-public area. Discovery World assumes no liability for lost, stolen, or damaged items. Please, advise all students and chaperones to leave items at home.

RESTROOMS

The restrooms are located on floors 1 and 2. The restroom doors must remain open and we ask that a teacher or chaperone be posted outside the door while their group is using the restroom. This helps to maintain order, safety, and a clean restroom for the next visitor. We discourage unsupervised visits to the restroom by individual students.

ELEVATOR AND STAIRWELLS

The elevator is primarily for individuals and families, the handicapped, elderly, and the staff. Please use stairs to move between exhibit floors. If you use the elevators, please remind your students not to jump in the elevator. The

weight will cause the elevator to become jammed for up to 15 minutes or more, and you will not be compensated. Additionally, you may be invoiced for the service fee that occurs from our contractor to have the elevator fixed.

LABS AND THEATER SHOWS

A reminder that the maximum number of students in a lab room is 15-20. Unless previously discussed, please have your students separated into groups for labs prior to your arrival at Discovery World and inform your chaperones of this separation. Please plan to line up 10 minutes prior to scheduled labs or theater shows to ensure timely arrival. Theater doors lock after the show begins allowing no disruptions. You must have a reservation to view the films.

THE HIVE EXHIBIT

The HIVE is an emersion environment. To participate in this exhibit, you **MUST** make a reservation upon arriving on the date of your visit with the HIVE Operator. Only five (5) students are allowed in the HIVE during any given time. Please speak with your chaperones regarding this exhibit. The 3D immersive environment can cause "Simulation Sickness". A condition where a person exhibits symptoms such as headache, drowsiness, nausea or dizziness, similar to motion sickness often induced by playing computer/simulation/video games. Younger children are more susceptible than older children and adults.

GIFT SHOP

We ask that you allow a maximum of ten students in the Gift Shop at any one time. As throughout the rest of Discovery World, chaperones must stay with their students while in the Gift Shop and be actively involved in their supervision. Groups will be held responsible for missing or damaged items. Gift bags are available and are tailored to each age group and price range, and are available through the Gift Shop. Please contact the Gift Shop at (414) 765-8770 for further information on ordering gift bags.

PILOT HOUSE

To view the Pilot House, please ask Guest Services on availability of the room and to accompany your group. There may be an event occurring in the space, and it may not be available to your group.

If you have any further questions or clarification on anything regarding your trip, please contact the Group Reservations Department at (414) 765-8625. Thank you for your reservation and for reading these procedures and policies! We hope you enjoy your visit!