



2018-2019 Field Trip Chaperone Guidelines

Distribute Guidelines to All Field Trip Chaperones

Thank you for being a chaperone on the field trip!

Reminders for All Guests:

Food and Beverages are **not** permitted in the Western Science Center (WSC) Museum or Lab (this includes coffee, candy and snacks). All lunches and food/beverages may be placed in the Museum Store during check-in.

Please remind students/guests to walk and use quiet voices while on campus, especially when walking near Western Center Academy classrooms when school is in session.

Please do not stray off of pathways. We have lots of wildlife, including snakes. If there is a snake sighting, please report to a WSC staff member right away.

Children age 4 and under and non-field trip guests are **not** permitted in the Western Science Center Lab (when applicable).

Student backpacks are **not** permitted in the Museum or Lab. Small bags and Teacher first aid/emergency bags are permitted.

Arrival/Check-In:

Buses need to temporarily park near building 8 at the flag pole (south parking lot) for check-in. Vehicles/buses are NOT permitted to unload/load students or park near buildings 1, 3, and 4.

Students need to remain on the bus until a WSC Staff Member or Volunteer has explained the rules to the students while they are on the bus.

All students, teachers, chaperones, and additional guests must be accounted for and checked-in at the Museum Store upon arrival. The lead teacher will check in guests and provide an accurate head count of teachers, chaperones, and students.

Students will gather in the WSC Courtyard before beginning their field trip.

Field Trip Guests arriving later than their scheduled time may receive a shortened program and may not be able to participate in all activities, including labs (if scheduled). No refunds or discounts will be given in the event of late arrivals. Morning field trip check in begins promptly at 9:30 am and afternoon field trip check in begins promptly at 1:00 pm. Late arrivals are field trips guests arriving 30-minutes or later than their scheduled time.

Field Trip:

Students should be divided into groups of no more than 32 students each prior to your visit. Students are sent to different stations for a designated amount of time. Each teacher is sent an itinerary to follow for their visit. Labs (if applicable) must be scheduled at the time listed on the itinerary. WSC Staff or Volunteers will assist you to stay on schedule.

Lunches:

We have some tables and chairs available, as well as a large cement area students can eat on (ground). Students will eat on the WSC side of campus closest to the Museum entrance. WCA students may be having lunch at the same time as the field trip. You may bring picnic blankets for students and guests to sit on during lunchtime.

WSC does not have a restaurant on site. We have small snacks available at the Museum Store; however guests wishing to eat on campus should plan on bringing their lunches. *Please note that in the event of inclement weather, WSC does NOT have a covered or enclosed area for students to eat; please plan accordingly.*

Our Governance Structure

Western Science Center (WSC) is a private, non-profit educational organization operating under the Western Center Community Foundation; funding comes from earned revenue (admissions, retail store sales, program fees, facility-use fees, etc.), grants, memberships, donations. While we receive occasional grants from a city, county or state government, we do not receive regular, tax-based funding.

Diamond Valley Lake Visitor Center (DVLVC) is a separate organization, owned and operated by Metropolitan Water District of Southern California (MWD).

Western Center Academy (WCA) is a separate organization, operated under a charter structure, within the Hemet Unified School District.

The Museum campus is a public campus with common restrictions: no smoking, no littering, etc. As a direct neighbor to the Riverside County Multi-Species Reserve, and in accordance with state and federal law, there is no handling, disturbing or killing of wildlife on the preserve and in the reserve. On the campus we follow these same guidelines.

The Western Science Center requires that there is one chaperone per every 10 students. Each class will stay together during the field trip; however, the teacher may assign you a group of students to be responsible for within their class. Please use the chart below to assist you with your visit.

Teacher Name:	Group Number:
Names of Students in Your Group:	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.