

2018-2019 Self Guided Field Trip Guidelines for Teachers

Distribute this packet to all Teachers prior to your visit.

For school groups of 15 students or more. Minimum, non-refundable charge of 15 students for all groups.

Thank you for your interest in booking a Field Trip with the *Western Science Center* (WSC). Please read the following information before submitting the online Field Trip Request Form.

Registration

- Field Trip Request Forms need to be submitted at least one month prior to the requested date(s).
- Field Trips are not booked via phone.
- All necessary forms must be submitted to WSC in advance to schedule a Field Trip.
- Field Trips are offered during two times, Tuesday–Friday in the morning 9:30 am–12:15 pm, or afternoon, 1:00 pm–3:15 pm.

What will we do at the *Western Science Center* Museum?

All grade levels will learn about the sciences of archaeology, paleontology, and ecology. Students will learn about scientific processes and the technology involved in exploration and discovery.

Discover the science and culture of our region! The giant **Geological Timeline**, leading into the Museum entrance, helps teach concepts of time and changes in life on Earth.

The **Hall of Archaeology** introduces students to the earliest local residents and settlers (prehistoric to early 1900s).

An **Immersion Theater** shows the animated film “Echoes of the Past,” as well as “Discovery and Recovery,” a short documentary about the archaeology and paleontology discoveries found during the Diamond Valley Lake Project.

The **Snapshots in Time** exhibit hall contains real and replica fossils for students to learn from. Interactive displays teach them about dating fossils and how archaeologists and paleontologists work in the field and lab.

Outside, students can visit the **Simulated Dig Site** to learn about excavations.

Discovery Lab – *optional, additional fee, 30 minutes, gr. k-12, Maximum 90 students per visit*

Individual lab trays give each student the opportunity to sift through matrix to search for and identify real marine fossils (e.g. shark teeth) using tools such as brushes, tweezers, magnifying glasses, and screens. **The fossils are 100% real and remain the property of WSC.**

Owl Pellet Lab – *optional, additional fee, 40 minutes, see allergy warning, gr. 2-12, Maximum 60 students per visit*

Each student dissects a sterilized natural owl pellet. The dissection of the pellet gives students a great hands-on scientific experience as they discover, identify, and assemble the bones of the owl's prey. Students learn about the eating habits of owls and their place in the food chain, and how to identify animals from their bones. Find out what the bones can tell us about the biology of animals, the environment they live in, and their role in ecosystems. **The bones found remain the property of WSC.**

Allergy Warning: students with severe pet allergies can have allergic reactions to the fur in the pellets.

Bison Lab - *optional, additional fee, 1 hour, gr. 9-12, Maximum 40 students per visit*

Students identify Bison teeth replicas to estimate the bison's age by measuring the height and examining its wear patterns. Students then build an age profile of the bison found at Diamond Valley Lake. The lesson is continued back in the school classroom as students complete the packets with their teachers.

General Information

Parking

- Parking is free at the Western Science Center.
- Buses stop at the white curb near building 8 at the flag pole for check-in and move to the top middle of the parking lot when prompted.
- Unloading, loading, and parking near buildings 1, 3, and 4 by buses/vehicles are not permitted and will be required to move before students disembark.
- Drop-off, pick-up, or parking is not permitted at any red curb.

Check-In

- The lead/contact teacher is responsible for checking in all field trip guests in the Museum Store.
- The lead/contact teacher must be ready to submit head counts in the Museum Store at check-in.
- Head counts include every person on the field trip such as teachers, students, chaperones, as well as those not part of the school but attending (siblings, children under 5 years old).

Field Trip

All field trips should allow:

- 15 minutes for check-in
- 2 hours for the field trip
- 30 minutes for lunch at the end of the field trip for A.M. (9:30 am) field trips who will be bringing lunch to eat on site.

Late Arrivals

- 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.

Museum Store Visits

The Museum Store is located in our Museum Lobby. Please observe the following rules when shopping:

- No more than 10 students shopping in the store at one time.
- At least one teacher or chaperone must remain with the students at all times while they are in the store.
- Do not allow students to wander around the store once they have paid.
- Beverages and snacks may be available in the store but must be consumed outside of the Museum building.

Western Center Academy

The *Western Science Center* is home to the *Western Center Academy* (WCA). WCA is a public charter school for middle and high school students, grades 6-12th. For more information, visit www.westerncenteracademy.com.

Lunches

If you plan to bring your lunch, space is available in the landscaped area south of the parking lot or on the south/east end of the Piazza. You may bring picnic blankets with you as some students may be sitting on the ground.

We do not have a lunch space available in the event of rain or inclement weather; please plan accordingly.

Although we do have a few tables, they may be in use by other museum visitors or students from the *Western Center Academy*. Snacks are often sold in the Museum Store.

Important! Please note that even if tables are not in use at the beginning of your lunch time during school days, WCA students may be starting their lunches shortly after. Rather than ask you to move partially through your lunch time, we prefer to send you to the designated lunch area for Field Trips from the start. Please follow instructions given by WSC Staff or Volunteers regarding lunches. Students are not permitted to eat in front of doors or walkways leading up to the WSC Museum or Visitor Center, as they need to be kept clear for the general public. Please communicate this information to all teachers and parents attending the Field Trip(s).



2018-2019 Responsibilities for Teachers

Listed below are notes and guidelines to assist you with your visit. Distribute this page to all teachers.

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.*

2018-2019 Field Trip Payment Information and Policies

Distribute to all Teachers.

Field Trip payments are due in full at least two weeks prior to your field trip visit. Field Trip dates are tentative and not guaranteed* unless payment is received.

Accepted Forms of Payment

- Cash, school, school district, or PTA Checks, Visa, and MasterCard are all acceptable forms of payment.
- WSC **does not** accept purchase orders as form of payment.
- Payments can be made:
 - In person, Tuesday-Sunday 10:00 am – 4:30 pm
 - Via phone with credit card by calling 951-791-0033 ext. 243
 - By mail

Payment Due Date

- Payment in full is due at least two weeks prior to your field trip date.
- Payment due date is stated on the invoice.
- Payment in advance secures your field trip spot.

Failure to Pay in full by Due Date

- Failure to pay for the field trip in full by the due date stated on the invoice will result in the field trip participants being charged the group rate (\$5.00 per person with a minimum of 20 guests ages 5 and up), with no Lab or field trip coordination available and the field trip date and time may be given to another group.

Refund Policy

- WSC does **not** provide refunds.

No Shows

- WSC does not provide refunds for field trips that do not show up on their scheduled day.

Late Arrivals

- WSC does not provide refunds or discounts for late arrivals.

Special Passes

- Coupons, special passes, discounts, and memberships do not apply towards field trips.

Chaperone Payment Policy

- Field Trips with **10 or more** school approved chaperones are required to pay for the chaperones under **one payment** upon arrival or in advance.
- Only school approved chaperones will receive the discounted rate. All other non school approved chaperones are charged the general admission fee.
- Counts of school approved and non school approved chaperones must be ready before check-in with the Museum Store.

**WSC reserves the right to cancel or reschedule Field Trip(s) at any time, for any reason.*

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.

Please continue to page 6 for the field trip contract.

2018-2019 Field Trip Contract

By submitting this field trip request, I, _____ as the lead teacher/contact person for my organization, have read and agree to the 2018-2019 Self Guided Field Trip Guidelines for Teachers, policies, and notes prior to submitting this request.

I understand that Western Science Center Field Trips are self-guided and it is my responsibility to plan and distribute this information to all teachers and chaperones attending the Field Trip(s).

By submitting this request form, I consent to and authorize, without further compensation, the use and reproduction of any and all photographs taken of the Field Trip(s) and of anyone associated with the Field Trip(s). All digital copies remain the property of the Western Science Center.

I understand that payment in full is required a minimum of two weeks prior to the Field Trip date(s) and that WSC does not provide refunds or accept purchase orders as forms of payment. Memberships and/or other admission passes/coupons cannot be used for field trips.

I understand that arriving later than our scheduled time may result in a shortened program and we may not be able to participate in all activities, including labs (if scheduled). I understand that no refunds or discounts will be given in the event of a late arrival. I understand that morning field trip check in begins promptly at 9:30 am and afternoon field trip check in begins promptly at 1:00 pm. I understand that the field trip is considered late if we arrive 30-minutes or later than our scheduled check-in time as confirmed by the field trip confirmation email.

I understand that failure to pay for the field trip in full by the due date stated on the invoice will result in the field trip participants being charged the group rate (\$5.00 per person with a minimum of 20 guests), with no Lab or field trip coordination available and the field trip date and time may be given to another group.

I hereby release the Museum authorities, staff, and volunteers from responsibility for accident or injury which may occur due to the negligence or disobedience of field trip participants. In the event of a medical emergency, museum officials have permission to seek medical assistance at the expense of the field trip participants involved.

I understand that if field trip participants commit an offense that would normally cause removal from the Museum/Lab while participating in this activity, the field trip will be immediately removed from the Museum/Lab, and will not be permitted to return. No refunds of field trip fees will be given in the event of removal from the Museum/Lab.

By signing this form, I understand that the Western Science Center reserves the right to cancel or reschedule Field Trip(s) at any time, for any reason.

By submitting the Western Science Center Field Trip Request Form online, you have agreed to the terms and conditions stated in this contract. This copy is for your convenience and should be distributed to all teachers attending the field trip(s).