

Self-Guided Field Trip Guidelines

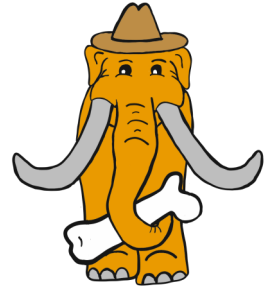
for

Teachers, Chaperones, Drivers and School Administrators

Self-Guided Field Trip Guidelines for all Teachers, Chaperones, Drivers and School Administrators

Read all guidelines prior to booking and after the tentative date email has been received. All teachers and chaperones need to be provided with these guidelines before the visit and all teachers and chaperones need to become familiar with our policies before the field trip.

Distribute this guide to all adults (teachers, chaperones and school personnel) who will be participating in the field trip.



Field Trips are for school groups of 15 students or more. There is a minimum, non-refundable charge of 15 students for all groups, regardless of group size.

Students are \$5.00 each, teachers are free and school approved chaperones are \$7.00 each.

Read the following information before submitting the online Field Trip Request Form and again after you have received a tentative date email.

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 Tuesday–Friday in the mornings (9:30 am – 12:15 pm) or afternoons (1:45 pm – 4:00 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.

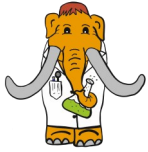
The **Hall of Archaeology** introduces students to the earliest local residents and settlers (prehistoric to early 1900s).

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** and **Mystic***, a 3-5 million year old whale fossil found in Santa Cruz.
**Mystic may be covered and not available for viewing during, or in anticipation of inclement weather.*

Optional labs are available. See descriptions on next page.



OPTIONAL LABS

One type of lab per visit; must be booked in advance:

Discovery Lab – optional, additional fee of \$2.00 per student, 30 minutes, gr. k-12, Maximum 128 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 of \$5.00 per student, 30 minutes, see allergy warning, gr. 2-12, Maximum 128 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.

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

Bison Lab - optional, additional fee of \$5.00 per student, 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.

FIELD TRIP TIMING

Field Trip Timing:

All field trips allow:

-15 minutes for check in

-2 hours for the field trip

-FOR AM TRIPS (9:30AM) TRIPS ONLY: 30 minutes for lunch at the end of the trip. Group must bring lunch to site to eat. NOTE: this is scheduled at 11:45 and CANNOT be changed.

Late Arrivals:

- Field Trip guests arriving later than their scheduled time will receive a shortened program and will not be able to participate in all activities, including labs (if scheduled).

- No refunds or discounts will be given at any time or 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 1:45 pm.**

- Late arrivals are field trip guests arriving 15-minutes or later than their scheduled time.

Why is it important to be there at our reserved time?

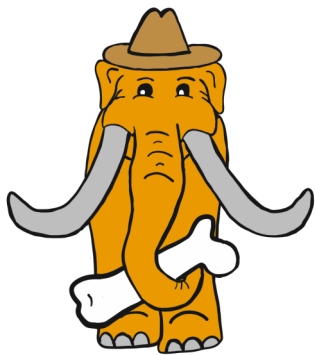
WSC schedules staff, volunteers and other field trips based on your check-in and departure time as confirmed on your field trip tentative date email. Late arrivals result in your program being consolidated based on the amount of time you are late. Some activities may not be available in the event of a late arrival, and field trip coordination may not be available. As stated in the **Contract & Policy Agreement**, no refunds or discounts will be given at any time or in the event of a late arrival.

MUSEUM STORE VISITS

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

- No more than 10 students shopping in the store at one time with an adult.
- 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.

Let our admissions staff know if it is okay for students to purchase snacks and drinks sold in our museum store upon checking in. Discuss this option with all teachers, chaperones and the WSC admissions staff before your students shop. It is best for students to shop after their field trip; however please talk to our staff if you would like for students to shop during their field trip rotations.



MUSEUM POLICIES

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.

AM (9:30 AM) Field Trips have the option of staying from 11:45 am—12:15 pm to eat lunch on site (must bring own lunch). There are no exceptions to this as staff, volunteers and other field trips are scheduled specifically for your field trip. If your students generally eat earlier, it is recommended they have a snack at school before arriving.

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.

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 and keep others away.

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

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

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. Entry is not permitted until all field trip guests are accounted for and payment is verified for accuracy. Entry is not permitted until the entire field trip party is present.

Students are required to be divided into groups of no more than 32 students each prior to your visit (classrooms can stay together as long as the total number of students does not exceed 32). 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 booked) must be scheduled at the time listed on the itinerary. WSC Staff or Volunteers will assist you to stay on schedule. Field Trips are self guided, however staff and volunteers will help answer questions and teach the labs (if participating).

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 for purchase at the Museum Store; however guests wishing to eat on campus should plan on bringing 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.

SAFETY FOR ALL

Do not bring play equipment with you on the field trip. This includes, but is not limited to: bouncy balls, jump ropes, hula hoops etc... We have glass doors, windows and guest traffic walking through our courtyard, therefore these items are not permitted during your visit as it poses a safety hazard.

We are open to the public, and will be open to the public while field trips are present.

Although the Western Science Center (WSC) is a separate entity from the Western Center Academy (WCA), their campus supervisors monitor safety of the campus. They may need to give instructions to you, the field trip chaperones, teachers, or students. If they do please adhere to the instructions they provide, as they may see safety hazards that your group is unaware of. This includes seating areas during lunchtime, as it is highly likely Western Center Academy students will overlap with your lunchtime.

You may take photographs during your field trip (unless otherwise stated on an exhibit). However, you, field trip students, field trip chaperones and all general admission guests are not permitted to take photos of Western Center Academy students for safety purposes.

*Please keep the following in mind, as it stated in the **Contract & Policy Agreement**:*

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.

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.

CHAPERONE (PARENTS, GUARDIANS, ETC...) EXPECTATIONS

All school-approved chaperones and general guests of the field trip are expected to follow all policies set forth in these guidelines and all other museum policies for general guests.

Chaperones are not to leave students unattended and must be with their class/group at all times.

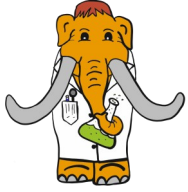
Remind all chaperones that food and beverages (including coffee, snacks, etc...) are not permitted in the Museum or Lab, no exceptions.

If participating in an optional lab, children under 4 years of age and strollers are not permitted in the lab. Chaperones can wait outside with younger children while their student is in the lab.

Guests will be asked to leave the campus if policies are not being followed; as the policies set forth are for the **safety of all staff, volunteers, guests and museum collections and exhibits.**

PAYMENT AND PAYMENT POLICIES

SCHOOL FINANCIAL ADMINISTRATORS AND TEACHERS WHO ARE PARTICIPATING IN THE FIELD TRIP SHOULD BE MADE AWARE OF THE WESTERN SCIENCE CENTER'S PAYMENT POLICIES TO AVOID CANCELLATION OF TENTATIVE FIELD TRIP DATE(S) DUE TO NON-REMITTANCE.



FIELD TRIP PAYMENT IS DUE IN FULL NO LATER THAN TWO WEEKS PRIOR TO YOUR FIELD TRIP VISIT. FIELD TRIP DATES ARE TENTATIVE AND NOT GUARANTEED UNLESS PAYMENT IS RECEIVED. NON-REMITTANCE OF PAYMENT WILL RESULT IN CANCELLATION OF THE TENTATIVE DATE(S). THE TENTATIVE DATE(S) WILL BE OFFERED TO ANOTHER SCHOOL ON THE FIELD TRIP WAITLIST. THE WESTERN SCIENCE CENTER RESERVES THE RIGHT TO CANCEL OR RESCHEDULE FIELD TRIP(S) AT ANY TIME, FOR ANY REASON.

Accepted Forms of Payment	Cash, checks from districts/schools/PTA's, Visa or MasterCard
Not Accepted Forms of Payment	We do not accept purchase orders as form of payment or for holding a field trip spot.
Payment in Full Can be Made	<ul style="list-style-type: none"> • In person, Tuesday-Sunday 10:00 am – 3:45 pm • Via phone with credit card by calling 951-791-0033 ext. 243 • By mail
Payment in Full Due Date	<ul style="list-style-type: none"> • Payment in full is due two weeks prior to your field trip date. • Payment due date is stated on the invoice. • Payment in advance secures your field trip spot. • Payment must be physically received by the Western Science Center by close of business on the payment due date, otherwise payment is considered a non-remittance and the field trip will be cancelled.
Non-Remittance By Due Date	<ul style="list-style-type: none"> • You will receive a cancellation notice via email within 1-2 business days after your field trip(s) are cancelled for failure to pay, and your field trip date(s) will be reassigned to another school on our waitlist. • As a reminder, purchase orders are not accepted forms of payment and will not be accepted to "hold" field trip reservations on your payment due date.
Returned Checks Policy	A \$25.00 fee will be charged for each returned check.
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. See full description of no show policies on the next page.
Late Arrivals	WSC does not provide refunds or discounts for late arrivals.
Special Passes	Coupons, special passes, memberships and discounts do not apply towards field trips.
Chaperone Payment Policy	<ul style="list-style-type: none"> • Field Trips with 10 or more school-approved chaperones must pay in advance and this number will automatically be included on the invoice. • Only school-approved chaperones will receive the discounted rate. All 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 admissions.

CANCELLING AND RESCHEDULING POLICIES



CANCELLATIONS OR RESCHEDULING: IF YOU NEED TO CANCEL YOUR FIELD TRIP(S), PLEASE CONSULT THE FOLLOWING TERMS.

WE WILL DO OUR BEST TO BE FLEXIBLE WITH EVERY SCHOOL BUT LATE CANCELLATIONS AND NO SHOW INCUR SIGNIFICANT STAFFING COSTS TO THE MUSEUM. LATE CANCELLATIONS AND NO SHOWS AFFECT STAFF, VOLUNTEERS, AND MUSEUM OPERATIONS.

Schools who repeatedly miss payment due dates and schools that repeatedly cancel with late or no notice will be barred from booking trips in the future.

Early Cancellation (no fee two or more weeks in	Cancellation requests must be sent in by filling out the Date Change/Cancellation request on our website field trip page no later than two weeks in advance of your
Finalized Cancellation	Cancellations are only finalized once acknowledged by an email response. If you need to reschedule (with at least two weeks notice), we will make every effort to accommodate a new date request, but cannot guarantee a spot.
Late Cancellation (50% of the invoice will be charged to the school)	Cancelling your field trip(s) with <i>less than two weeks notice</i> will result in a cancellation fee of half the total cost of the field trip(s).
No Show (No show and less than 48 hours cancellation notice - the school will be charged the entire cost of the field trip)	If your school does not attend on your scheduled date(s) and we have not confirmed a cancellation notice before your trip, <i>your school is responsible for the full amount.</i> If your school cancels with less than 48 hours notice, the school is responsible for the full cost of the trip.
Safety Cancellation	The Museum reserves the right to cancel field trip(s) with notice, if there are unsafe conditions due to natural causes, such as flooded roads. In this event, we will work with you to reschedule your field trip(s) at the soonest available date, if one is available.

By submitting the Western Science Center Field Trip Request Form online, you have agreed to the terms and conditions stated above in the Cancellation and Rescheduling Policies.



Contract & Policy Agreement

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 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 we may not receive field trip coordination in the event of a late arrival. 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 1:45 pm. I understand that the field trip is considered late if we arrive 15-minutes or later than our scheduled check in time as confirmed by the field trip tentative date email. I understand that the Western Science Center schedules staff, volunteers and other field trips based on our reservation time and therefore late arrivals can affect the field trip services we receive.

I understand and will inform all teachers, chaperones and students that lunchtime is at 11:45 am for A.M. (9:30 am) visits and will plan accordingly (for example, a snack before arrival, etc...). I understand that WSC schedules staff, volunteers and other field trips based on the scheduled time of the field trip and therefore this cannot be changed.

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 failure to pay in full by the due date stated on the invoice will result in the field trip(s) being cancelled and that I will receive a cancellation notice via email. I understand that if the field trip(s) are not paid for in full by the due date that my field trip date(s) will be reassigned to another school on the field trip waitlist. I understand that a purchase order cannot be used to "hold" my field trip reservation as it is not considered a form of payment to the Western Science Center.

I understand that if we opt to show up after failure to pay for a field trip in full by the due date stated on the invoice, it will result in the school 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 a field trip that was waitlisted may be on site.

I understand that field trip(s) will be charged a \$25.00 fee for each returned check.

I understand that the field trip cannot begin until payment has been verified for accuracy, all additional tickets have been purchased, and final counts of all field trip guests including children 4 years old and under, have been processed with the Admissions staff. The field trip cannot begin until all members of the field trip party, including but not limited to, teachers, chaperones, students and general admission guests are present. All members of the field trip party must be present within 15-minutes of the scheduled check-in time to avoid losing field trip services.

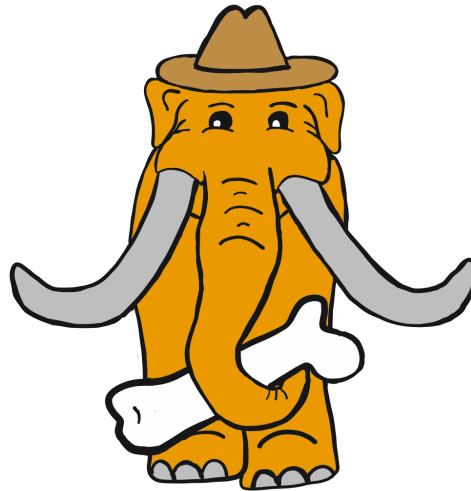
I hereby release the Museum authorities, staff, and volunteers from responsibility for accident or injury which may occur due to the negligence or disobedience of field trip participants. In the event of a medical emergency, museum officials have permission to seek medical assistance at the expense of 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 submitting 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 the Cancellation and Rescheduling Policies page located in the Self-Guided Field Trip Guidelines for all Teachers, Chaperones, Drivers and School Administrators.

I understand that all field trip guests, ages 3 years old and up, including but not limited to, teachers, chaperones, students and general admission guests are required to wear a mask on campus, both indoor and outdoors. Masks must be worn properly over the nose and mouth. Unmasked guests are not permitted to enter the Museum or Lab as a mask is required.

By submitting this Field Trip Request Form, I, and on behalf of all teachers, chaperones and general admissions guests of the field trip, have agreed to all policies stated in the Contract & Policy Agreement, Field Trip Request Form and Self-Guided Field Trip Guidelines for all Teachers, Chaperones, Drivers and School Administrators (including the Field Trip On Site Visit Guide).



Field Trip On Site Visit Guide

Distribute to Teachers, Chaperones, Drivers & Administrators who will be participating in the Field Trip(s)

This guide should be distributed and read a few days before your visit.

VEHICLE/BUS PARKING AND LOADING/UNLOADING INFORMATION

STUDENTS MUST REMAIN ON THE BUS UNTIL INSTRUCTED TO DISEMBARK BY A WESTERN SCIENCE CENTER REPRESENTATIVE. THIS IS FOR BOTH SAFETY AND CHECK –IN PURPOSES.

1

Make a right at the first stop sign on Searl Parkway. Make a left into the parking lot.

2

Continue heading south on the outer loop.

Driving your own vehicle? Park in the Western Science Center lot and wait for the bus. Parking is free.

3

Field Trip vehicles continue south on the outer loop of the parking lot until they reach Bldg. 8, then make a left and pull up to the yellow curb.

4



Classes are in session in building 8 next to the curb. Please Do Not Disturb Classrooms.

Students must remain on the bus until instructed to disembark by a Western Science Center representative.

Parking at red curbs is prohibited.

VEHICLES/BUSES ARE **NOT** PERMITTED TO UNLOAD OR LOAD STUDENTS OR PARK NEAR BUILDINGS 1, 3, AND 4 ON THE NORTHERN END OF THE CAMPUS. THIS IS THE DIAMOND VALLEY LAKE SIDE OF CAMPUS, WHICH OPERATES INDEPENDENTLY OF THE WESTERN SCIENCE CENTER. BUSES WILL BE ASKED TO MOVE IF PARKED ON THIS SIDE, WHICH WILL DELAY THE CHECK IN PROCESS AND YOUR FIELD TRIP START TIME, POSSIBLY MAKING SOME ACTIVITIES UNAVAILABLE.

WESTERN SCIENCE CENTER (WSC) CAMPUS INFORMATION AND POLICIES

5

STATE AND FEDERAL LAW

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 reserve. On the campus we follow these same guidelines. Feathers, rocks, leaves, nests, etc... are not to be disturbed or removed from campus.

6

SNAKES AND SNAKE SIGHTINGS

CAUTION -Rattlesnakes are a common sight in Riverside County and this area is no exception. Everyone is advised not to touch or disturb any wildlife.

Do not stray off of pathways. If there is a snake sighting, please report to a WSC staff member right away and keep others away from it.

7

SCHOOL IS IN SESSION

The Western Center Academy will be in session during your visit. Students, when instructed by WSC Staff, disembark near classrooms and it is important that they do not disturb the classes by hitting the walls and windows, or using loud voices.

Please remind everyone in your group to walk and use quiet voices while on campus, *especially* when near Western Center Academy classrooms.

8

PLAY EQUIPMENT PROHIBITED

Do not bring play equipment with you on the field trip. This includes, but is not limited to: bouncy balls, jump ropes, hula hoops etc... We have glass doors, windows and guest traffic walking through our courtyard and for everyone's safety these items are not permitted during your visit. Bringing play equipment on campus may result in field trip dismissal.

THE WESTERN SCIENCE CENTER CHECK—IN PROCESS

9

CHECKING-IN WITH ADMISSIONS AND EDUCATION STAFF

When you arrive, students need to stay on the bus until further instructed to disembark by Western Science Center representatives.

Exact counts of all field trip guests, including teachers, chaperones, students, general admission guests, and administrators must be given to admissions before the field trip can get started.

Do not check-in until you have exact counts of all field trip attendees.

Discrepancies in actual numbers and counts must be settled before the field trip can start. Additional charges and fees are to be paid at this time.

Entry is not permitted until the entire field trip party is present and paid for.

10

LATE ARRIVALS

Field Trip guests arriving later than their scheduled time will receive a shortened program and will not be able to participate in all activities, including labs (if scheduled).

No refunds or discounts will be given at any time or 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 1:45 pm**.

Late arrivals are field trip guests arriving 15-minutes or later than their scheduled time.

WSC schedules staff, volunteers and other field trips based on your check-in and departure time as confirmed on your field trip tentative date email. Late arrivals result in your program being consolidated based on the amount of time you are late. Some activities may not be available in the event of a late arrival, and field trip coordination may not be available. As stated in the Field Trip Contract, no refunds or discounts will be given at any time or in the event of a late arrival.

SCHOOL APPROVED CHAPERONE FIELD TRIP EXPECTATIONS & PAYMENT

11

CHAPERONE PAYMENT

School Approved Chaperones are \$7.00 each.

Please note that admission passes/coupons/memberships cannot be used for field trips.

Field Trips with 10 or more school approved chaperones must pay for chaperones in advance. This number will be automatically included on the invoice.

Additional school-approved chaperones can pay upon arrival. It is up to the teacher to distinguish if an adult is a school-approved chaperone or general admission guest.

If more than 10 additional chaperones show up on the day of the field trip, one person must be designated to pay for the additional chaperones. They can collect payment and report to the Admissions Desk.

Additional non-school approved guests are charged the General Admission fees. Prices for general admission guests are located at the front desk or on our website: www.westerncentermuseum.org

12

CHAPERONE EXPECTATIONS

All school approved chaperones and general guests of the field trip are expected to follow all policies set forth in the Self-Guided Field Trip Guidelines for all Teachers, Chaperones, Drivers and School Administrators.

Chaperones are not to leave students unattended and must be with their class/group at all times. Chaperones are responsible for the behavior of students in their group.

Food and beverages (including coffee, snacks, etc...) are not permitted in the Museum or Lab, no exceptions. This rule applies to all guests.

If participating in an optional lab, children under 4 years of age and strollers are not permitted in the lab. Chaperones can wait outside with younger children while their student is in the lab.

Guests will be asked to leave the campus if policies are not being followed; as the policies set forth are for the safety of all staff, volunteers, guests and museum collections and exhibits.

WHAT IS NOT ALLOWED INSIDE THE WESTERN SCIENCE CENTER MUSEUM AND LAB?

13

FOOD AND DRINK, INCLUDING COFFEE ARE NOT PERMITTED INDOORS

Food and Beverages are **not** permitted in the Western Science Center (WSC) Museum or Lab (this includes coffee, candy and snacks).

Food and beverages, including coffee and candy, attract wild animals and insects into the Museum /Labs. This can cause harmful damage to our collections (fossils and artifacts).

Our collections are irreplaceable, and therefore any damage or expense that occurs due to ignoring of this policy will be the financial responsibility of the field trip guests involved.

14

STUDENT BACKPACKS

Student backpacks are **not** permitted in the Museum or Lab.

Teachers/Chaperones may bring purses, backpacks, diaper bags and first aid/emergency bags.

15

LAB ONLY: STROLLERS AND YOUNG CHILDREN, GENERAL ADMISSION

Western Science Center welcomes guests of all ages. However, due to safety concerns, children ages 4 and under and strollers are not permitted in the lab. Parents/Guardians may wait outside the lab with younger children while their student is in the lab, or may visit the Museum while they wait.

Children of all ages and strollers are welcome in the Museum.

General Admission Guests (NON SCHOOL APPROVED CHAPERONES) and the general public are not permitted in the lab for safety purposes.

The Museum campus is a public campus with a school on site, with common restrictions: no smoking, no vaping, no littering, no alcoholic beverages, etc.

16

WHERE DO WE STORE LUNCHES?

Lunches may be stored in the Museum Lobby, or may be left on the bus, or in vehicles.

17

DO YOU SELL FOOD ON CAMPUS?

Western Science Center does not have a restaurant on site. We have small snacks available at the Museum Store. Guests wishing to eat on campus should plan on bringing their lunches.

18

WHAT TIME IS LUNCH?

AM (9:30 AM) Field Trips have the option of staying for lunch after the conclusion of their field trip rotations.

If opting to stay for lunch, lunch is from 11:45 am—12:15 pm. This time is non-negotiable as other field trips, staff and volunteers are specifically scheduled based on your field trip time.

The field trip will be 2 hours and 15 minutes long (before lunch time at 11:45 am), so please plan accordingly. For example, students having a snack at school before arriving to the Museum.

19

WHERE DO WE SIT TO EAT LUNCH

Some tables and chairs may be available and there is a large cement area (ground) students can sit on during lunch time. You may bring picnic blankets.

Western Center Academy students may have lunch at the same time. Field trips are not permitted to use that side of campus as it operates independently of the Western Science Center.

We do not have an enclosed or covered area for guests to use during inclement weather; Please plan accordingly.

Western Center Academy campus security may advise you to move during lunch time, follow all directions given by the school security as they may see a hazard you are unaware of.

MORE ABOUT US AND CLASS/GROUP INFORMATION

20

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 and donations. While we receive occasional grants from city, county or state government, we do not receive regular, tax-based funding.

Diamond Valley Lake (DVL) and their facility is a separate organization, owned and operated by Metropolitan Water District of Southern California (MWD). We do not book, schedule, staff or volunteer with their site as they operate independently under MWD.

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

21

CLASS/GROUP INFORMATION

The Western Science Center requires that there is one chaperone or teacher per every 10 students. Each class or group of 32 students will stay together during the field trip.

There cannot be more than 32 students per group. Up to 4 groups are permitted depending on the field trip options that are chosen.

Classes will rotate through different areas of the museum at different times. An itinerary will be provided to you prior to your visit.

Field trips are self-guided therefore Teachers and Chaperones are expected to be actively involved in each exhibit, including helping with hands-on activities such as the clay station.

Students are **NEVER** to be left unattended. All Teachers and Chaperones are responsible for watching students during the field trip, and are fully responsible for their behavior.

Per the Contract & Policy Agreement (agreed upon by the lead teacher upon field trip request submission), if field trip participants commit an offense that would normally cause removal from the Museum or Lab while participating in this activity, the field trip individual or entire group will be immediately removed from the Museum and 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 or Lab.

SHOPPING IN THE MUSEUM STORE

22

IS THERE A LIMIT TO THE NUMBER OF STUDENTS ALLOWED IN THE STORE AT ONE TIME?

Yes. 10 or less students may shop in the Museum Store at one time.

A chaperone is required to be present with the 10 or less students at all times.

23

IS THERE A LIMIT ON WHAT STUDENTS CAN BUY?

Please discuss with Museum Admissions Staff as to what your students are allowed to purchase.

We sell snacks in the Museum Store and we will need to be notified if students are allowed to purchase candy, soda and snacks.

24

ARE THERE ALTERNATIVE OPTIONS FOR SHOPPING IN THE STORE?

Yes. You may shop online prior to your visit and pick up your items after the field trip. Just select "Pickup at the WSC Office" under shipping estimate.

Teachers and Chaperones may shop independently; however no students are to be left unattended, so make sure students you are with are supervised.

25

WHEN CAN WE SHOP?

There will be some time during one or more rotation station to take small groups to the store. Additional shopping time may be available during lunch time for AM field trips (11:45 am) and after the conclusion of the Field Trip for PM Field Trips (4:00 pm).