



KENTUCKY SCIENCE CENTER

# FIELD TRIPS

## CONFIRMATION PACKET

Thank you for booking your Kentucky Science Center Field Trip!

This packet contains important information to prepare for your visit. Please review the following policies and expectations carefully. If you have any questions or concerns, please contact the Kentucky Science Center Reservations Team by email at

[Jessica.Pennington@KYScienceCenter.org](mailto:Jessica.Pennington@KYScienceCenter.org) and [Anne.Vencel@KYScienceCenter.org](mailto:Anne.Vencel@KYScienceCenter.org), or by phone at (502) 560-7166.

### BEFORE YOU ARRIVE

- Please confirm your bus transportation to and from Kentucky Science Center as soon as possible after your visit is confirmed to alleviate last minute cancellations or reschedules.
- Adults should be assigned groups of no more than 10 students. Kentucky Science Center requires one adult per 10 students. Teachers and any adults over the age of 18 count toward this ratio.
- Make sure your invoice is paid or a payment plan has been communicated 3 weeks in advance. Reservations made within 3 weeks of the visit date require payment at time of booking.
- Please communicate any attendance or schedule changes at least 3 weeks in advance. Please note, 1 week before your visit date, invoices can only be reduced or refunded up to 10% of the original invoiced amount for adjustments or alterations.
- All adults must be included in the reservation in order to receive the discounted field trip rate. Adults arriving and/or paying separately will be a charged full Kentucky Science Center general admission prices, and will be accommodated based on availability.
- All cancellations or reschedules must be in writing via email (at the above email addresses) at least 3 weeks prior to the visit date. Cancellations or reschedules are not official without a confirmation email from Kentucky Science Center Reservations Team. Unofficial cancellations or cancellations within three weeks of the visit date will result in a \$100 cancellation fee. An additional fee of \$100 applies to bookings with classes.
- In preparation for your visit, please reference and share the Chaperone Guide with all attending adults to review guidelines and expectations for the best experience possible!



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### WHEN YOU ARRIVE

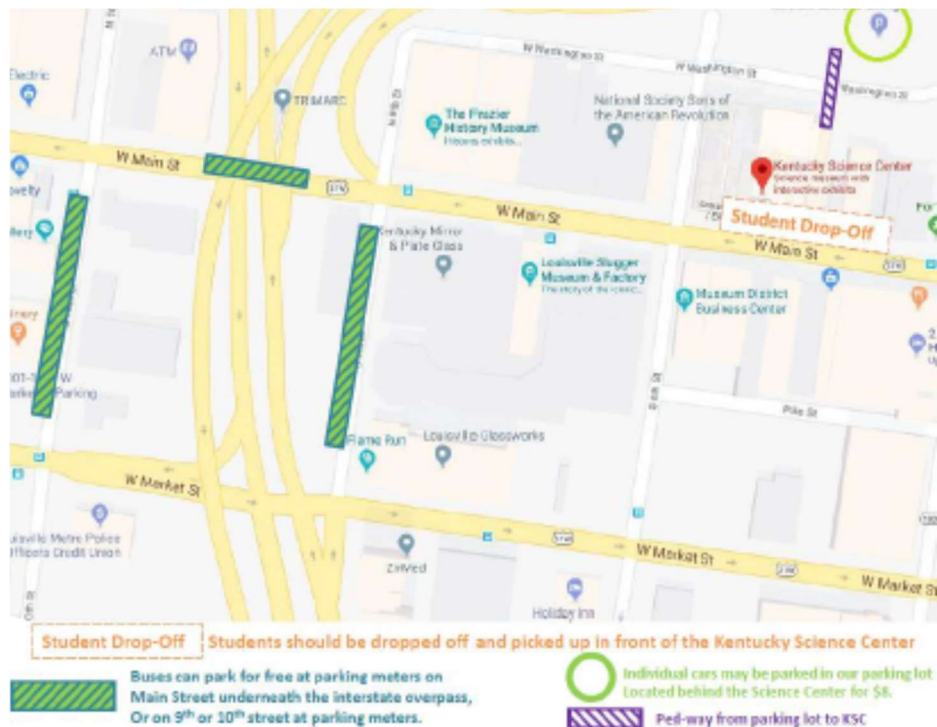
- A Kentucky Science Center team member will greet your group and relay important information about your visit. Attendees will be reminded to:
  - Stay with and listen to their assigned adult and in their group
  - Walk, do not run in the building
  - Use the stairs when navigating between floors unless accommodation is needed
  - Be aware and respectful of other visitors. We often have other groups in the building at the same time.
- Lead field trip contact will be provided printed final schedules, maps, and chaperone stickers to be dispersed to all attending adults.
- Please see the admissions desk staff to finalize and pay any remaining balance.
- If adults not included on your invoice need to purchase general admission tickets, they can do so at the admissions desk, or in advance on the website.
- Lunch bins will be provided for any group that has reserved a lunchroom space. Your group is responsible for unloading the bus of lunch items, placing bags, boxes, or coolers in these bins before entering the building. If cooler size exceeds bin capacity, someone from your group may be asked to transport these items to the lunch area. Kentucky Science Center staff will store lunch items and have them at the lunchroom location at the reservation time. These lunch bins are food safe containers, please leave your coats on the bus or in our coat closet.
- There is a loading/unloading zone in front of our building on Main Street. Bus parking can be found on 9th, 10th, & 11th Street. Paid car parking is available at the end of 8th street behind Kentucky Science Center at \$15 per car. Street meter parking is also available for those in cars.



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### LUNCH

Lunchroom reservations (25-minutes) must be made at the time of booking, or requested 3 weeks in advance of visit. Lunch space is subject to availability, late requests or attendance additions may not be accommodated.

- Groups with a lunchroom reservation will meet at an assigned location, where a Kentucky Science Center team member will lead your group to the lunchroom.
- Label your lunches to save time redistributing.
- We are unable to refrigerate or microwave lunches.
- Boxed lunches can be ordered from Subway at least 48 hours in advance. Contact our next-door Subway location at (502) 625-3002 to place an order, or request an order form from Kentucky Science Center Reservation Team (email addresses provided above).
- Any adult ordering Subway must do so and pick up in advance of the assigned lunch time.



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### CLASSES

- Please reach out to our School Programs Coordinator, Jon Fulton, (Jon.Fulton@KYScienceCenter.org) for more information on class content.
- Groups with a class will meet at an assigned location, where a Kentucky Science Center team member will lead your group to the classroom.
- Due to classroom capacity limits, adults may be directed to explore the exhibits or visit the Do Science Shop until the class has concluded.

### ACCESSIBILITY & ACCOMMODATIONS

- GoodMaps is a mobile app that provides mapping for people with visual impairment by giving auditory directions to easily navigate Kentucky Science Center.
- Wheelchairs, strollers, and all other mobility assistive devices are welcome inside the museum. Wheelchair-accessible restrooms, elevators, and ramps are located on all floors. In case of an emergency where elevators are unavailable, direct wheelchair users to the closest stairwell landing and inform a team member.
- Sensory bags can be checked out at our Admissions Desk if a member of your group feels overwhelmed at any point during your visit. These include noise-canceling headphones, stress balls, sensory bottles, and more.
- Closed Caption devices are available at Kentucky Science Center's Digital Theater for select movies. Limited quantities available, inquire ahead of time with the Reservations Team (email address provided above) to request.



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### EMERGENCY PROCEDURES

- First Aid Kit items can be requested from Kentucky Science Center staff at the following locations
  - Do Science Shop
  - Admissions Desk
  - Classrooms
- Kentucky Science Center is able to give out bandages and cold packs only, along with filling out an incident report. We do not provide any additional medical care or advice.
- Kentucky Science Center does not have AED devices in our building for cardiac emergencies. If it is an emergency, Kentucky Science Center policy is to call 911 immediately.
- Visitors are encouraged to seek medical care if they feel necessary. If a visitor feels it is an emergency, our policy is to call 911 immediately.
- Code Adam; In the case of a lost student, inform nearby staff or go to the admission desk. A full building search will be initiated.
- In case of fire, evacuate through the closest exit and staff members will direct your group to a safe location. Fire alarm will trigger the release of all emergency doors.
- In the event of extreme weather, a staff member will direct your group to a safe location in the Lower Level.
- Kentucky Science Center is a weapons free facility. Any adults attending as off duty Law Enforcement with weapons must sign in at the Admissions Desk.
- Kentucky Science Center has an in-house Safety & Security department to answer or address any questions or concerns.