

Fernbank Field Trip Action Plan



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Give your students a hands-on, minds-on adventure!

Use this planning guide to make the most of your field trip at Fernbank Museum of Natural History. It has everything you need to make your visit a success, such as check-in instructions, chaperone information, floor plans, lunch order forms and more! Please share relevant pages from this resource guide with other educators, chaperones and bus drivers.

Thank you for making Fernbank Museum of Natural History part of your 2010–2011 lesson plan. If you have any questions, please call 404.929.6320 or e-mail us at fieldtrips@fernbankmuseum.org.

Sincerely,
The Fernbank Field Trip Team

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Above: Fernbank's newest dinosaurs are ready to welcome your students to the Museum!

Before your visit...

- Review all of the material contained in this guide.
- Review your confirmation letter to verify accuracy. Is your schedule of events correct? Is the number of students, chaperones and bus drivers correct? If not, please contact the Field Trip Team. Note: This is especially important for IMAX® films, as seating is limited and many films sell out.
- Remember to mail your 50% deposit to: Field Trip Team, Fernbank Museum of Natural History, 767 Clifton Road, NE, Atlanta, GA 30307. Your deposit is required to hold your trip and must be received **at least two weeks prior** to your scheduled visit. If the deposit is not received on time, your reservation could be cancelled.
- If you need to change the date of your field trip or film show time, please contact us as soon as possible. The first change to your itinerary is free; subsequent changes are \$25 each.
- Georgia public schools and accredited private schools located in Georgia may qualify for tax exemption by submitting a copy of their Tax Exemption Letter from the State of Georgia Department of Revenue prior to arrival.
- Distribute and review Fernbank's Field Trip Policies (page 4) and your schedule of events with all students, educators, chaperones and bus drivers.
- Download GPS-correlated activities for your students to use during your field trip. See page 10 for more information.
- Make lunch plans: Bring your own or pre-order affordably priced school lunches. See page 6 for more information.
- Be sure to include a visit to the Museum Store in your itinerary. Or if time doesn't permit, you may pre-order Nature Packs. See page 6 for details.
- Call the Field Trip Team to confirm the exact number of students, chaperones and bus drivers in your group within 24 hours of your scheduled visit. Have your confirmation number ready when you call. Keep a record of these totals to bring with you at check-in.
- Divide your students into chaperoned groups with a minimum of one chaperone for every 10 students.
- Please share the directions and parking information on page 5 with your transportation team and/or bus drivers.



© Fernbank Museum

Questions? Changes?

Contact the Field Trip Team
at 404.929.6320 or
fieldtrips@fernbankmuseum.org.

On the day of your visit...

- If you have not yet confirmed the final number of students, chaperones and bus drivers in your group with the Field Trip Team, please call 404.929.6320 before you leave your school.
- Final payment by cash, check or credit card is due upon arrival. Please adjust your payment according to the number of attendees.
- If you are arriving late, please notify us at 404.929.6320 or 404.929.6350.** Please leave a message if you are calling outside of Museum business hours. (Monday-Saturday, 10 a.m. to 5 p.m. and Sunday, noon to 5 p.m.)
- Share the unloading and parking procedures found on page 5 with all bus drivers.**
- Allow 30 minutes for check-in prior to the start of your first activity.** IMAX® films and auditorium programs must begin at their published start times.
- Upon arrival, the group leader must check in at the ticketing counter. Please allow the rest of your group to remain on the bus during the check-in process to avoid congestion in the lobby.
- The group leader will need the final group headcount; reservation confirmation number; and cash, check or credit card for payment. All persons not included in the reservation must pay the individual ticket rate on a space-available basis. Wristbands will be given to the group leader for each person in your reservation. (See wristband policy on page 4.)
- Familiarize your chaperones with their assigned students and the field trip itinerary. **All students are required to be with their chaperones at all times during the trip.** Please make all students and chaperones aware of this policy.
- Lunches may be stored on the buses or under the staircases on the Lower Level of the Museum. School groups may eat on the front lawn, on the **Dinosaur Entrance Plaza**, on the Terrace or in the Great Hall.
- If you are scheduled to see an IMAX® film, we will begin seating your group in the IMAX® Theatre 10 minutes prior to your scheduled show time. Groups will enter the Theatre through **The Star Gallery** entrance, located on the Lower Level.
- Groups with an auditorium program reservation should wait for their instructor under the dinosaurs on the Great Hall floor 10 minutes prior to the program start time.



Please inform all educators and chaperones of these guidelines as well as your schedule of events for the day.

Deposits & Cancellations

A 50% deposit is required two weeks prior to the day of your field trip. Your deposit is fully refundable if the trip is cancelled at least one week in advance. Trips cancelled less than one week from the reservation date are subject to forfeiture of deposit. Your deposit will be applied to your total balance, and the remaining balance will be due upon arrival. If the deposit deadline cannot be met, you must call 404.929.6320 to speak with a Field Trip Team member for further options. Overpayment of \$25 or more will be returned to the school by mail. Overpayment of less than \$25 can be returned to the group leader in cash at check-in upon request. If scheduling within two weeks of arrival, your deposit is due at the time of booking.

Late Arrivals

If your group will arrive late, please notify us by calling 404.929.6320 or 404.929.6350. **Please arrive at least 30 minutes prior to your first activity** to allow adequate time for check-in. IMAX® films and auditorium programs must begin at the published start time. To prevent disruption to other visitors, as well as for safety precautions in the Theatre, groups will not be seated after the film has begun. If your group arrives late and misses the scheduled IMAX® film, we will be happy to seat your group in the next show **if seats are available**. Regardless of seat availability, you will be responsible for the entire balance due.

Chaperones

Students of all ages MUST be accompanied by a chaperone at ALL times. We require a minimum of one chaperone for every 10 students. Students without chaperones will be asked to wait before entering the exhibitions, IMAX® Theatre and the Museum Store until the assigned chaperone is located.

Group Wristband Policy

All students, educators, chaperones and bus drivers are required to wear wristbands during their entire visit. Wristbands will be distributed to the group leader at check-in. **The group leader is responsible for making sure they receive the correct number of wristbands at check-in.**

Behavior

Educators and chaperones are responsible for the behavior of their students at all times while visiting the Museum. We reserve the right to ask any disorderly member(s) of your group to leave the building. Under this circumstance, refunds will not be granted. Your school is responsible for any damage to Museum property while your students are on the field trip. Please ask students to mind their "Museum manners" and refrain from running or yelling, and to respect the "no touching" policies in place within certain exhibitions/Museum areas. Students must refrain from using skateboards, roller-skates, roller shoes or Heelys® while in the Museum. We reserve the right to decline visitation to unruly groups.

Touring Teams

The Museum visit is self-guided and should be led by your chaperones.

Elevator

Please use the elevator only in cases of physical need or to transport lunches so guests who require the assistance of the elevator may use it in a timely manner.

Photography

Cameras are welcome in the Museum but are not permitted in the IMAX® Theatre. Certain exhibitions may prohibit photography and will be clearly marked. Please refer to signs before taking any photos.

Lunch at Fernbank

There are two options for enjoying lunch at Fernbank: bring your own or pre-order affordably priced school lunches. For details, see page 6. Please note: Food, drinks, candy and gum are not allowed in the exhibitions or the IMAX® Theatre. All lunches should be stored together and disposed of properly.

Museum Store

Don't forget souvenirs! Fernbank's Museum Store offers a wide variety of merchandise, including Nature Packs, which can be ordered in advance. For more information, including Museum Store group policies, see page 6.

Fernbank Museum of Natural History is located at 767 Clifton Road, NE, just a few miles east of Midtown Atlanta at the intersection of Ponce de Leon Avenue and Clifton Road. See below for more detailed directions.

From the North

Go south on I-75/I-85/GA400 to downtown Atlanta. Take exit 248C Freedom Parkway (GA 10 East). Go 1.7 miles to Ponce de Leon Avenue and turn right. Go 1.7 miles to Clifton Road and turn left. Go 1/10 mile to the Museum entrance and turn right.

From the South

Go north on I-75/I-85 to downtown Atlanta. Take exit 248C Freedom Parkway (GA 10 East). Go 1.7 miles to Ponce de Leon Avenue and turn right. Go 1.7 miles to Clifton Road and turn left. Go 1/10 mile to the Museum entrance and turn right.

From the East

Take I-20 west to Moreland Avenue (exit 60) and turn right. Continue on Moreland Avenue 1.8 miles and turn right onto Ponce de Leon Avenue. Go 1.1 miles to Clifton Road and turn left. Go 1/10 mile to the Museum entrance and turn right.

From the West

Take I-20 east to exit 57 (I-75/I-85 North). Take exit 248C Freedom Parkway (GA 10 East). Go 1.7 miles to Ponce de Leon Avenue and turn right. Go 1.7 miles to Clifton Road and turn left. Go 1/10 mile to the Museum entrance and turn right.

From Downtown

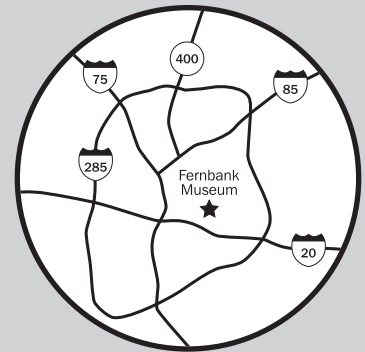
Go north on Peachtree Street to Ponce de Leon Avenue and turn right. Go 3.3 miles to Clifton Road and turn left. Go 1/10 mile to the Museum entrance and turn right.

From Buckhead

Go south on Peachtree Street to Ponce de Leon Avenue and turn left. Go 3.3 miles to Clifton Road and turn left. Go 1/10 mile to the Museum entrance and turn right.

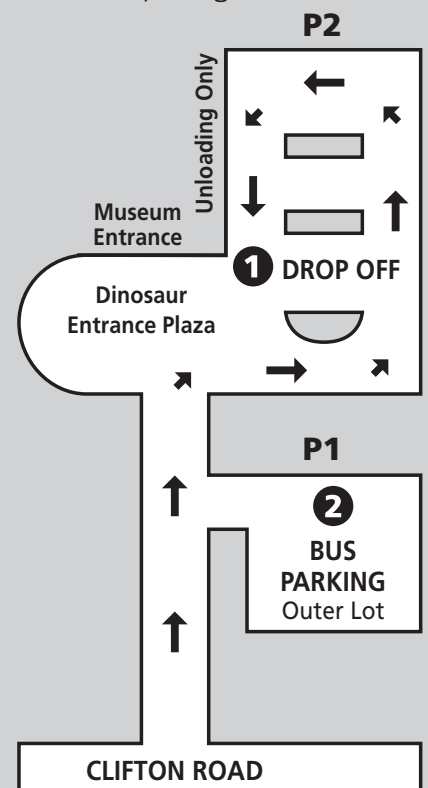
From Stone Mountain

Go west on Highway 78 and merge onto Lawrenceville Highway (GA 29). **Note:** This road changes names several times and will eventually become Ponce de Leon Avenue. Once you reach an arched stone overpass go 1 mile to Clifton Road and turn right. Go 1/10 mile to the Museum entrance and turn right.



Parking/Bus Driver Information

- 1 Buses must drop off and pick up students at the side of the building. Please do not idle at the curb, double park, or block the handicap spaces. (See map.)
- 2 Bus parking is available in the outer parking lot. Bus drivers must turn their engines off after parking.





LUNCH INFORMATION

There are two options for enjoying lunch at Fernbank:

Bring Your Own: You are welcome to bring your own lunch to the Museum. Lunches can be stored under the staircases in the Great Hall or on the buses. For safety reasons, please use the elevator to transport your food. Please notify Security when you are ready to eat so trash cans can be made available to you.

Lunch With Us*: The Fernbank Café offers lunches for your group, featuring a 1 oz. bag of chips, a small cookie, a 12 oz. drink, and a sandwich, hot dog or slice of pizza. Simply fill out the Lunch and Souvenir Order Form (page 11) and fax to 404.929.6405 at least two weeks prior to your scheduled visit. Lunches are \$6 (plus tax). A final count is due 24 hours prior to your visit and cannot be changed thereafter. Be sure to include chaperone and bus driver lunches in your total.

Your group may enjoy lunch on the front lawn, on the *Dinosaur Entrance Plaza*, the Terrace or in the Great Hall. We ask that you do NOT eat on the steps inside or outside the Museum, on the *Giants of the Mesozoic* dinosaur exhibition or in The Fernbank Café.

If you forget your lunches and have not made prior arrangements, please ask about the emergency on-site lunch option.

* Fernbank Museum can cater up to 500 school lunches per day. If the maximum number of lunches has been sold when you make reservations, students will need to bring lunch. To pick up pre-ordered lunches, one group leader should report to The Fernbank Café. Lunches will be delivered to you in the Great Hall, where chaperones are responsible for distributing lunches to the students.

MUSEUM STORE

Continue your Fernbank experience with something from the Museum Store. We have many fun and educational items such as dinosaur erasers, fossils, magnifiers, magnets and prisms. The Museum Store also offers a wide selection for educators, such as posters, science books and more.

To streamline the shopping experience, please adhere to the Museum-wide chaperone policy and limit shopping groups to 30 students in the Museum Store at a time. We request that each student exit the Store after making a purchase.

If time does not permit a visit to the Store, consider purchasing Nature Packs, appropriate for pre-K through elementary, for \$3 each.

Nature Packs include such items as rocks, pencils and stickers. Remember to order Nature Packs at least two weeks prior to your scheduled arrival date to ensure they will be ready at the end of your visit. Just fill out the Lunch and Souvenir Order Form (page 11) and fax to 404.929.6405. Your Nature Packs will be waiting for you in the Museum Store.



Restrooms | Water Fountain



Vending Machines

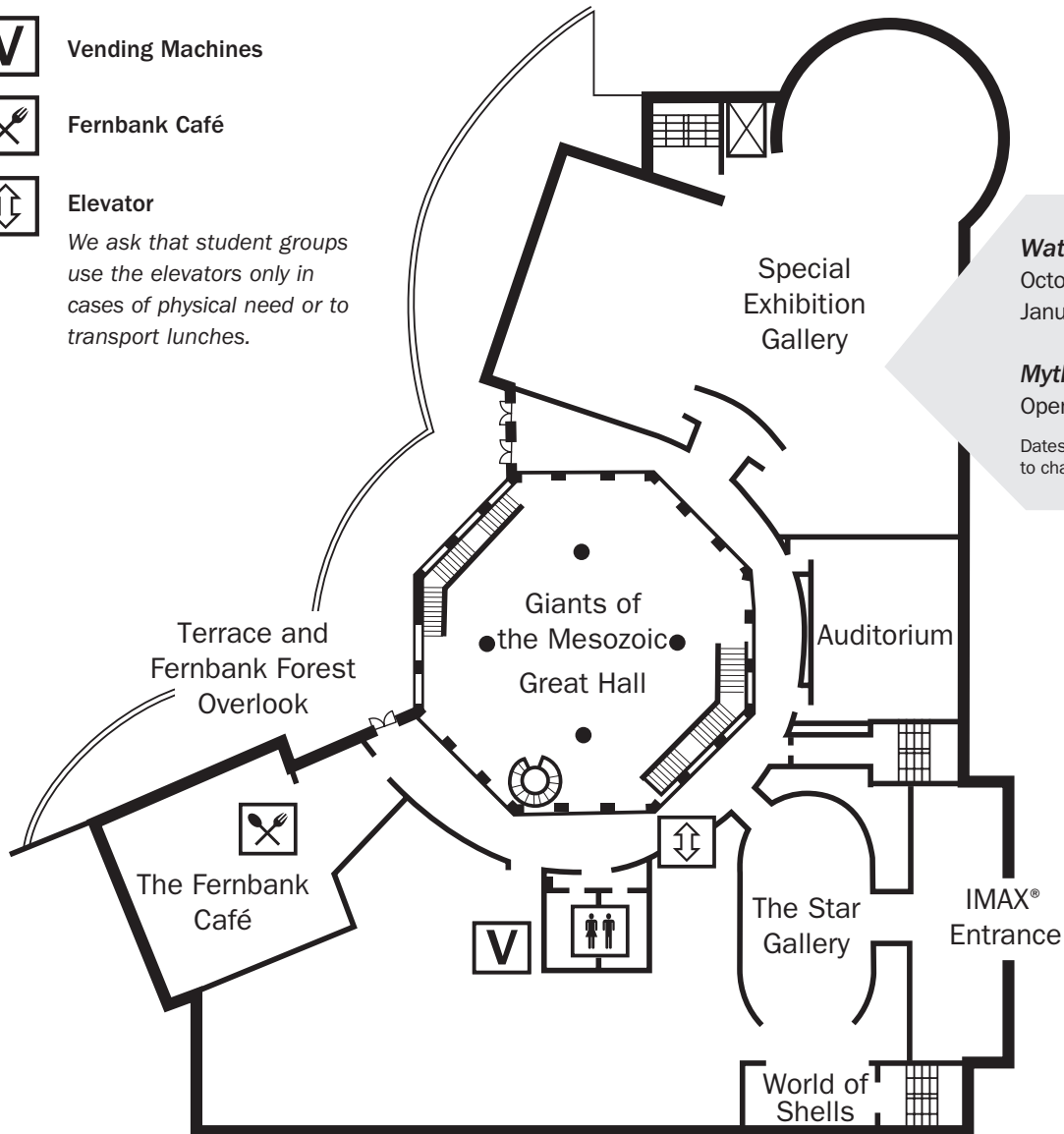


Fernbank Café



Elevator

We ask that student groups use the elevators only in cases of physical need or to transport lunches.



Water: H₂O=Life
October 2, 2010 –
January 9, 2011









Mythic Creatures
Opens February 19, 2011

Dates and titles subject to change.

- Lunches may be stored on this level under the staircases. Students may enjoy lunch on the Great Hall floor or on the Terrace. **Please note: The Fernbank Café is not available to school groups for seating.** For more guidelines regarding student lunches, see page 6.
- The Auditorium is reserved for groups that have booked an auditorium program as part of their Fernbank field trip. Groups with an auditorium program reservation should wait for their instructor under the dinosaurs on the Great Hall floor 10 minutes prior to the program start time.

- The IMAX® Theatre requires a separate reservation. Groups with an IMAX® reservation should meet at the Theatre entrance, located within The Star Gallery, 10 minutes prior to the start of their film.*

* **Please note:** Programs and IMAX® films must begin at the published start time, so late seating is not available.

-  Restrooms | Water Fountain
-  Lost and Found
-  Vending Machines
-  Membership
-  Group Check-In
-  ATM
-  Lockers
-  Elevator
We ask that student groups use the elevators only in cases of physical need or to transport lunches.



- Please see page 6 for information on student access to the Museum Store.
- Students are invited to enjoy their lunches on the front lawn or the **Dinosaur Entrance Plaza**. Exit the main doors on this level to access the plaza and lawn. For more guidelines regarding student lunches, see page 6.

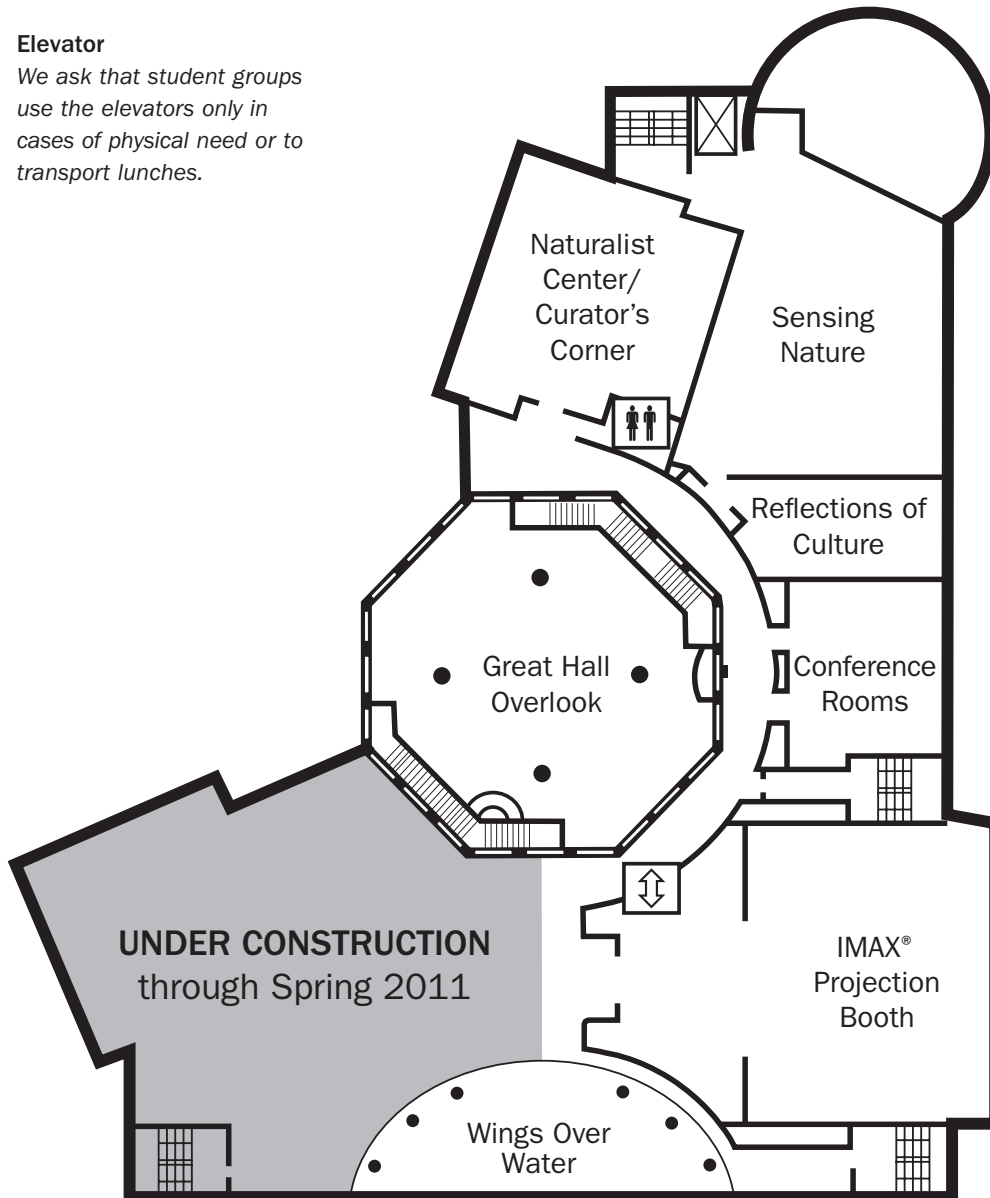


Restrooms | Water Fountain



Elevator

We ask that student groups use the elevators only in cases of physical need or to transport lunches.



Enhance your students' learning experience by incorporating GPS-correlated activities and guides into your field trip.

Exhibition Guides and Activities

These materials are available to you free of charge and are downloadable from the Field Trip pages of our Web site: fernbankmuseum.org/fieldtrips. If you have difficulty downloading these materials, please call 404.929.6320 to have a copy faxed, e-mailed or mailed to you.

A Walk Through Time in Georgia Scavenger Hunt and GPS Correlations

All Grades: These activity pages focus on the seven regional re-creations in Fernbank's signature exhibition. Age-appropriate questions are correlated to **Georgia Performance Standards** for each grade level and engage students as they explore the scientific concepts presented in each gallery.

A Walk Through Time in Georgia Gallery Guide

All grades: The Gallery Guide gives an overview of each of the 16 galleries, with key highlights.

Giants of the Mesozoic Gallery Guide

All grades: This guide outlines key information about the dinosaurs and other animals featured in this prehistoric scene.

Reflections of Culture Gallery Guide

All grades: Use this guide to understand the exhibition's key concepts and learn how the artifacts on display communicate different aspects of culture.

Fernbank Shell Search Activity

Grades pre-K-3: This playful activity page will help you and your students "comb" the Museum's permanent exhibitions in search of answers to shell-focused questions.

A Walk Through Time in Georgia Bird Bingo Activity

All Grades: Discover birds in Georgia by playing this familiar game as you tour the exhibit.

Conveyed in Clay Activity and GPS Correlations

Grades 3-8: These grade-specific guides will help "dig up" the relationship between early Georgia's past, people and environment.

Special Exhibitions and IMAX® Films

When available, we will offer guides and activity sheets for special exhibitions and IMAX® films. Be sure to check our Web site often!

Auditorium Program Summaries

Prepare your students for their Auditorium program using pre- and post-visit activities developed by Fernbank educators. Visit fernbankmuseum.org/education/field_trips/auditorium-programs and click on the program names to download a comprehensive description with curriculum objectives, key vocabulary and classroom activities.

2010–11 lunch and souvenir order form

Form must be received at least two weeks prior to arrival date.

Group Leader: _____ Confirmation Number: _____

School Name: _____

Street Address, City, State & Zip: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

Arrival Date: _____ Arrival Time: _____ Lunch Pick-Up Time: _____

| Item | Quantity | Amount |
|--|----------|-----------------------------------|
| Nature Pack Souvenirs | _____ | Packs at \$3 each: _____ |
| School Lunches*: (Includes Chips, Cookie and 12 oz. Soda) | | |
| Ham and Cheese Sandwich | _____ | |
| Turkey and Cheese Sandwich | _____ | |
| Slice of Cheese Pizza | _____ | |
| Slice of Pepperoni Pizza | _____ | |
| Beef Hot Dog | _____ | |
| Total lunches: | _____ | Lunches at \$6 each: _____ |
| (Be sure to include chaperone lunches in your total.) | | |

Mail to: Fernbank Museum of Natural History
Attn: Field Trip Team
767 Clifton Road, N.E. Atlanta, GA 30307-1221

Fax to: 404.929.6405
Attn: Field Trip Team

| | |
|----------------------------|-------|
| Total amount: | _____ |
| **Add 7% sales tax: | _____ |
| Amount enclosed: | _____ |

- * The Fernbank Café is unavailable to school groups for seating. A final count is due 24 hours prior to your visit and cannot be changed thereafter.
** Public schools and accredited private schools located in Georgia may qualify for tax exemption by submitting a copy of their state exemption letter prior to arrival.

Group Leader's Signature: _____ Date: _____

07/10