

Field Trip Policies

The Children's Museum of Eau Claire

2017-2018



Group Information: *The Children's Museum of Eau Claire*

ARRIVAL

When you arrive, a staff member will welcome and escort your group through the Field Trip entrance located on the side of the Museum. All Field Trip visits are allotted 2 hours of free play. Please plan to arrive on time!

LOADING & PARKING

Buses may drop-off and pick-up students in the Museum's loading zone, located along the side of the Museum. If no other field trips are scheduled during your trip, up to 2 full-sized buses may stay parked in this loading zone as well. ***Please refer to [Loading & Parking for maps and car parking](#).***

CHAPERONES

CMEC expects one adult chaperone for every 5 students. Please plan on assigning five students to each chaperone ahead of time. Chaperones are responsible for supervising those 5 students at all times during their visit, and these chaperones (1 adult for every 5 students) will receive free admission for the visit. If you feel additional chaperones are needed for a positive Museum experience, or if you have other chaperone concerns, please contact us or ***refer to the [printable Chaperone Guide](#).***

Groups of 50+ If you have more than 50 total visitors, we request that your group follow a timed rotation schedule to prevent overcrowding in the exhibit areas. ***Please refer to [Group Rotation Schedule](#).***

SPECIAL NEEDS

CMEC is wheelchair accessible, and we have an elevator to travel between all three floors. Sensory kits and noise-cancelling headphones are available for checkout at the front desk. If a student requires an aide/therapist, we will happily admit that adult at no cost.

LUNCH

If you'd like to eat lunch at the Museum, you may reserve an additional 30 minutes in our lunch space for an additional \$25 fee. Please book your lunch space at least 2 weeks in advance.

PAYMENT

We request that all Field Trip reservations return a Field Trip agreement form with a \$35 non-refundable deposit. This deposit will also be counted toward the total cost of your field trip.

INCLEMENT WEATHER

In the case of inclement weather or school closing, we would be happy to reschedule your Field Trip visit. For closings, we follow the lead of the Eau Claire Area School District.

MEMBERSHIPS

CMEC memberships **may not** be used for field trips/group visits. Although our members do know this, it might be helpful to remind parents and prevent any confusion about payment.

PHOTOS & VIDEO

Please feel free to take photos and video of the children in your group. However, for safety's sake, we do not permit the recording of any children or adults who are not part of your group.

If you have any additional questions or concerns, please feel free to contact us at (715) 832-5437!

Chaperone Guide: *The Children's Museum of Eau Claire*

During the school year, your students are expected to be **respectful**, be **responsible** and be **safe**. We expect the same kinds of things from all of our visitors at the Children's Museum of Eau Claire. Here's how you can help:

Help Your Students Be Respectful

- **Respect the Museum's exhibits.** Help your students the exhibits as they were meant to be used. These exhibits are here for you and for everyone else! Help us keep them in good condition.
- **Respect each other.** Encourage your students to share, cooperative and help each other out.

Help Your Students Be Responsible

- **Help pick up.** When your group is finished playing in one exhibit area, help pick-up before you leave.
- **Stick together.** You are responsible to supervise your group of 5 students at all times. There are three floors of exhibits, so make sure your group is always on the same floor together.
- **No food or drinks** outside of the designated lunch area on the top floor of the Museum. If water breaks are needed, there are drinking fountains available on each floor. (Bathrooms are on every floor, too).
- **Kids should supervise grown-ups.** We grown-ups often "wander off" and get lost, so remind your students to keep an eye on their assigned chaperone at all times.

Help Your Students Be Safe

- Use walking feet at all times!
- Keep shoes **ON** at all times.
- **Field Trip groups are not permitted in Toddler Park.** Toddler Park is a special exhibit area just for our littlest guests (0-3) and their caregivers. To play safely, field trip groups are not permitted in this area.
- **And of course, help your students have FUN!**

Thanks for helping us make your Field Trip visit a great one! If you'd like to learn more about the Children's Museum and our exhibits, you can find that at www.ChildrensMuseumEC.com.

Group Rotation Schedule: *The Children’s Museum of Eau Claire*

Groups of 60+ are required to follow a rotation schedule during their Museum visit to prevent overcrowding in exhibit areas. Your group will be divided into 3 smaller groups. Each of these smaller groups will visit each of the Museum floors for approximately 35 minutes. Our staff will make announcements over the PA system when it is time for your groups to rotate floors. Please follow the schedule below!

MINUTES	ORANGE Group		GREEN Group		BLUE Group	
0:00-0:10	<p>ARRIVAL—Unload Bus & Welcome <i>Museum Staff will Escort you to Top Level to welcome your group and facilitate your group rotation</i></p>					
0:10- 0:45	Area 3 Upstairs	Nano, Farm, Fishing, Blue Blocks	Area 2 Main Floor	Bitty City	Area 1 Downstairs	Water Works, Art Cafe
0:45-1:20	Area 2 Main Floor	Bitty City	Area 1 Downstairs	Water Works, Art Cafe	Area 3 Upstairs	Nano, Farm, Fishing, Blue Blocks
1:20 – 1:55	Area 1 Downstairs	Water Works, Art Cafe	Area 3 Upstairs	Nano, Farm, Fishing, Blue Blocks	Area 2 Main Floor	Bitty City
2:00	<p><i>Gather Students on Top Level (where you first were welcomed)</i> DEPARTURE—Load Bus!</p>					
MINUTES	ORANGE Group		GREEN Group		BLUE GROUP	

Directions to: *The Children's Museum of Eau Claire*

The Children's Museum of Eau Claire is located at 220 S. Barstow Street in Downtown Eau Claire, on the intersection of Barstow and Grand. The Field Trip entrance & Bus Loading Zone is located on the Grand Ave. side of the Museum.

FROM THE WEST (Twin Cities)

- Follow eastbound I-94
- Take Eau Claire exit #59 (Hwy 12 and 124)
- Take the ramp to the right on the Clairemont St./Hwy 12 exit
- Turn left onto Cameron St.
- Follow Cameron Street (it will turn into Madison Street) over the river
- Turn right onto S. Farwell Street
- Turn right onto Grand Ave.
- CMEC is located on your right at the corner of Grand Avenue & Barstow Street

FROM THE SOUTH (Madison or Milwaukee)

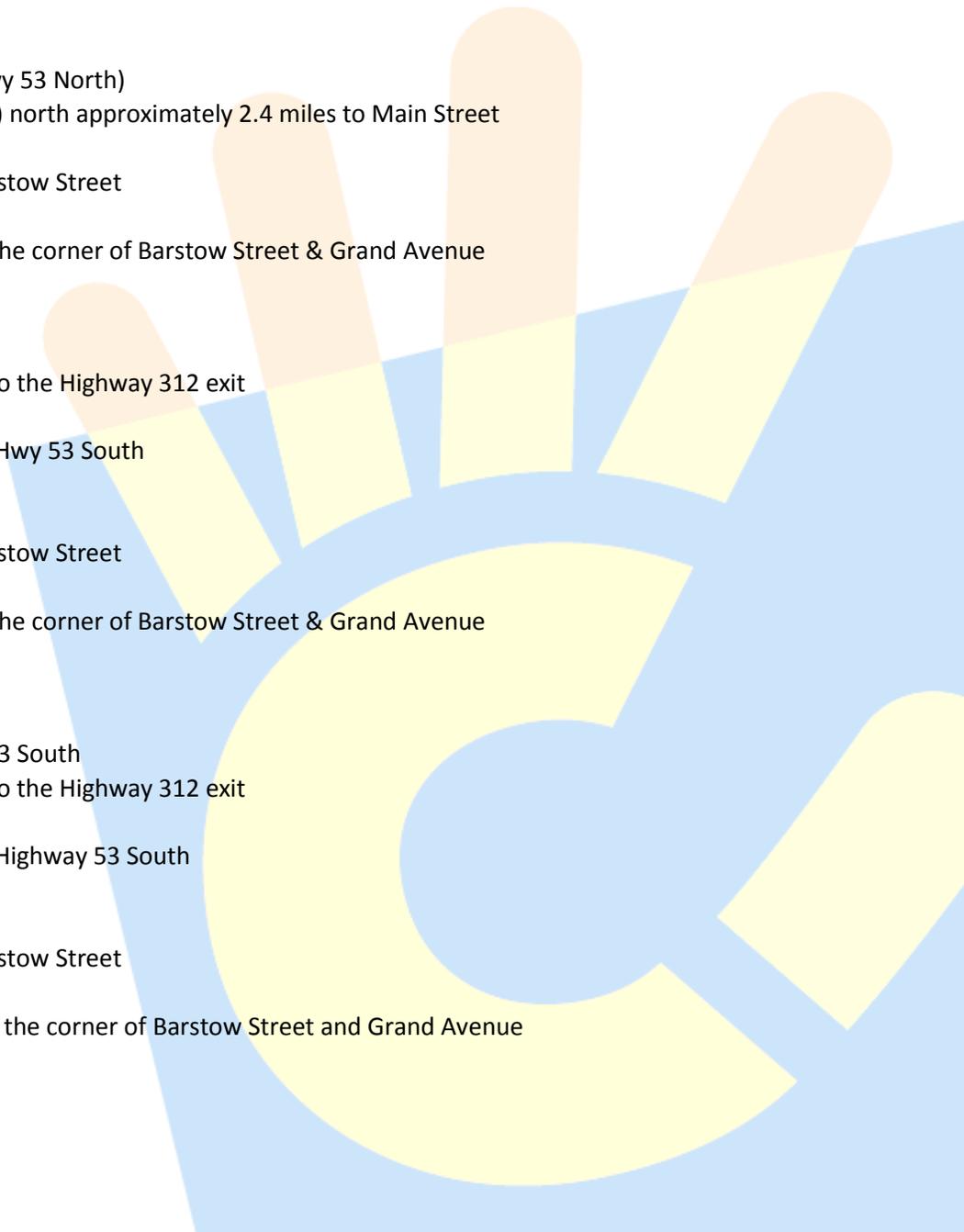
- Follow northbound I-94
- Take the first Eau Claire exit (Hwy 53 North)
- Follow Business Hwy 53 (exit 86) north approximately 2.4 miles to Main Street
- Turn left onto Main Street
- Follow Main Street to South Barstow Street
- Turn right onto Barstow Street
- CMEC is located on your left at the corner of Barstow Street & Grand Avenue

FROM THE NORTH (Rice Lake)

- Follow southbound US Hwy 53 to the Highway 312 exit
- Take the right onto HWY 312
- Take Hwy 312 west to Business Hwy 53 South
- Go south on Business Hwy 53
- Turn right onto Main Street
- Follow Main Street to South Barstow Street
- Turn right onto Barstow Street
- CMEC is located on your left at the corner of Barstow Street & Grand Avenue

FROM THE EAST (Green Bay)

- Follow US Hwy 29 East to Hwy 53 South
- Follow southbound US Hwy 53 to the Highway 312 exit
- Take the right onto HWY 312
- Take Hwy 312 west to Business Highway 53 South
- Go south on Business Hwy 53
- Turn right onto Main Street
- Follow Main Street to South Barstow Street
- Turn right onto Barstow Street
- CMEC is located on your right at the corner of Barstow Street and Grand Avenue



Loading & Parking: *The Children's Museum of Eau Claire*

For Cars

In downtown Eau Claire, we recommend parking in one of the following places during your visit:

- Free, 2-hour parking is available on all surrounding downtown streets. If you are parked in one of these spots longer than 2 hours, there is a good chance you will be ticketed, so watch the clock!
- Free, unmetered street parking is available across the Grand Avenue walking bridge. If the weather is nice and you don't mind a walk, this is a great option.
- Paid parking is available in the downtown municipal parking ramp near our location, right next to U.S. Bank. Current rates are 50 cents per hour, all-day-every-day, with a maximum charge of \$8.

For Buses

The City of Eau Claire allows us to designate a small section of Grand Avenue as a **Bus Loading Zone**. This zone is located adjacent to the southwest side of the Museum, **indicated by orange cones**. The Loading Zone can accommodate 2 full-sized buses. You may use this loading zone for student drop off and pick up.

Upon arrival, a staff member will welcome your students and escort them through the Field Trip entrance on this side of the Museum. If no other field trips are scheduled during your trip, up to 2 full-sized buses may stay parked in this loading zone as well. (Check with staff member). If there *are* other field trips scheduled during your visit, you can park your buses in the Overflow Lot, located on the SE corner of Gray Street and Farwell Street. See map below for directions from the Museum (follow the red arrows).

