

Field Trip Guidelines

- **Maximum of 60 students per tour time unless special arrangements are made at least a week prior to your scheduled tour date. If two buses are leaving from your school at the same time, please divide the students evenly between the two buses.**
- ◆ **Tours end on time even if you arrive late.**
- ◆ **Rest rooms are available only in an emergency.**
- ◆ **Absolutely no food, drinks, or gum allowed.**
- **Nothing can be carried while on tour (purses, backpacks, etc) These items must be left at school or on the bus.**
- **Teachers are requested to remain with their students in the Museum or the Carriage House.**
- **Please know the exact number of students on the bus before leaving the school.**

So that tours will run more smoothly:

Please do whatever you can on your end to make certain that the correct number of buses have been requisitioned and that they will arrive at your school in time to have you at the museums by 9:30.