

**Field Trip Policies**

**Age Requirements**

SIGNALS Museum has been uniquely designed to challenge and educate students in the middle and high school age range along with adults of all ages. The concepts and exhibits have been created on a level that may be too advanced for the typical elementary and preschool student. We encourage field trips for grades 5th -12th.

**Availability**

Currently, field trips are available beginning at 9:00 a.m. on the following days:

* Mondays
* Wednesdays
* Thursdays
* Fridays

**Fees and Payment**

To qualify for field trip pricing groups must have a minimum of 10 students. Payment must be received at the time of the program in order for the field trip to occur. **We request one form of payment from the school upon arrival.**

**Group Size**

SIGNALS Museum can accommodate groups of various sizes, but logistics will need to be discussed ahead of time if the group is larger than 15. In order to comfortably tour the museum and participate in interactive displays, groups over 15 (including teachers, students, and chaperones) will be split into smaller units. These units should be prearranged by the group leader before the day of the field trip.

**Bus Drop Off**

Please have your bus pull into the SIGNALS parking lot, where you will be greeted by a staff member. Please keep the students on the bus until a staff member instructs you to unload. A staff member will come onto your bus to ensure all ratios and chaperone requirements are met. If the student to adult ratios have not been met, then your group will not disembark from the bus until all chaperones have arrived. The teacher with the payment will accompany a staff member to the museum lobby to make the payment. Once completed, the students will unload the bus and begin the field trip. The bus will park in the designated bus parking spaces to the side of the building, when available.

**Chaperones**

SIGNALS museum requires one adult for every 7 students. Adults are considered 18 years or older.

**Food and Drinks**

Because of the electrical components and sensitive nature of our exhibits, food, drinks, gum or candy are not allowed in SIGNALS Museum.

**Student Code of Conduct**

We expect all students to respect the SIGNALS staff, docents, volunteers and chaperones as well as the exhibits, collections and interactive displays. **Each Teacher** in the group is required to inform their students of the expected behavior.

**Other information**

All school field trips are docent led and last approximately one hour.

**Reservations**

All field trip reservations are to be made at least 2 weeks in advance. Reservations may be made by calling the museum office at 256-857-1293 or by email at info@signals-museum.org

***There may be electronic emissions and waves that may affect pacemakers and implanted devices. Please let a staff member know if anyone in your group has these devices.***