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### Before

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1. Schedule your Unfield Trip with our Reservation Specialist at [reservations@amazeum.org](mailto:reservations@amazeum.org). You can reserve a [Hershey's Lab Workshop](#) at this time and let our Reservation Specialist know if you are going to bring lunches to eat in our Outdoor Playscape. Receive your **confirmation letter**.
2. Schedule **transportation**.
3. Review resources:
  - Use [Pre-Visit Activities](#) in your classroom
  - [Watch](#) the Unfield Trip video
  - Share the **4 key points** with students and chaperones
  - Connect with our Unfield Trip Coordinator ([mgarcia@amazeum.org](mailto:mgarcia@amazeum.org)) to help you develop educational goals.
4. Connect with parents using the Amazeum [Parent Letter](#).
5. Organize students in **chaperone groups** (1:5 for K, 1:10 for 1st) with the Grouping Planner. [Kindergarten](#) Planner. [1st Grade](#) Planner.
6. Identify a lead teacher for your Unfield Trip: upon arrival, the Amazeum will need a **head count** of total adults (minus members), a **head count** of total students, and any payment for students and adults in **one transaction**.

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### Arrival

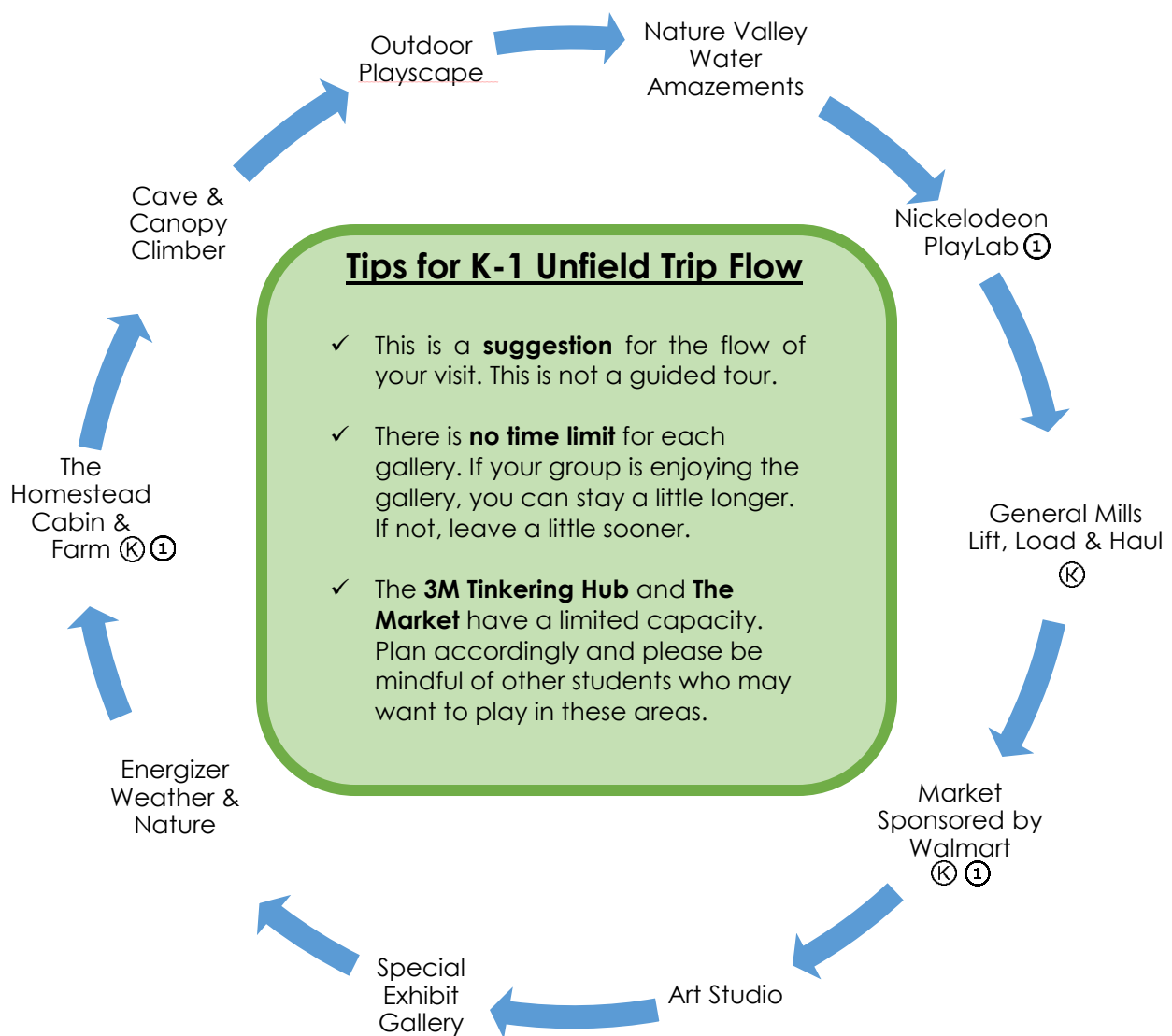
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1. Your bus should pull up to the **north side** of the Amazeum to unload and pick up students. After you have unloaded, bus drivers will park their buses at the nearby **Orchards Park**.
2. **Stay on the bus**; an Amazeum team member will greet you. The students will stay on the bus while the adults have orientation. If needed, 1-3 adults can stay on the bus to watch the students.
3. Adult Orientation: an Amazeum team member will explain the **4 key points**, discuss the agenda, and designate adults to share the 4 key points with students on the bus.
4. The lead teacher will **check in** at admissions with the Unfield Trip Lead with the final headcounts of students and adults and payment.
5. Students will hear the 4 key points on the bus from an adult volunteer and **get into chaperoned groups outside** (weather permitting).
6. The Amazeum team will direct you inside to begin your Unfield trip!

During \_\_\_\_\_

**4 Key Points**

1. **Stay-Together, Play-Together:** Teachers will divide their students into smaller chaperone groups. Chaperones **must supervise their small groups at all times.**
2. **Gentle Touch:** This is a hands-on museum where we encourage as much interaction with our exhibits as possible. We ask that you **use a gentle touch** on exhibits and to **share with our younger guests.**
3. **Look for Us:** Please ask Amazeum team members to help deepen your experience. **This is not a guided tour.** We will have team members lead you in to start you off, but from there you are free to move at your own pace.  
**Certain Areas Are Unavailable:** The Hershey's Lab Workshop is only available with a reservation before your Unfield Trip; there are clearly marked early learner spaces (inside and outside) that are just for families.



**Don't miss these galleries! Check out this [KWLS](#) and [Vocabulary Activity](#)!**

Ⓚ Questions for Kindergarten in these areas are on the KWLS document.

① Questions for First Grade in these areas are on the KWLS document.

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Departure

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1. Communicate your **departure time** to your bus drivers.
2. Meet at assigned departure site (assigned during adult orientation).
3. An Amazeum team member will **lead you out through the lobby** to your buses.

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After

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1. Use the [Post-Visit Activities](#) in your classroom; lead a discussion about the trip.
2. Postcard reflections: The Amazeum will mail you **postcards** to reflect on your Unfield Trip, and you can send them back to us!

Note: If you reserve an Unfield Trip for a late spring date, you may not receive postcards.