

Reading Public Museum

# FIELD TRIP PLANNER

## Overview

Welcome to the Reading Public Museum; we are thrilled you are considering us for your field trip! To plan and prepare for a successful trip, please read this planner in its **entirety**.



## Pricing - Group Rates

### Museum Admission **OR** Planetarium Admission

- \$5/Student
- \$6/ Parent Chaperone
- All School Staff is FREE!

### Combination Museum **AND** Planetarium Admission

- \$10/Student
- \$12/ Parent Chaperone
- All School Staff is FREE!

### Other Costs:

A non-refundable fee of \$50 per 1-100 guests is required to reserve your date. An additional \$50 fee will be added for group counts exceeding 100 guests.



## Itinerary

Visits to The Reading Public Museum can include at least one or any combination of the following:

- **Museum Gallery Visit (including Arboretum)**
  - 2 hour maximum visit length for prek - 12th
  - Guided tour includes 4 galleries. or 1 gallery per every 1/2 hour.
- **Planetarium Show**
  - Planetarium shows are 1 hour in length.
  - Planetarium shows include selected show and a night-sky talk.
- **Lunch Break**
  - Lunch breaks are a minimum of 30 minutes and a maximum of 1 hour.
  - Length of lunch breaks is determined by itinerary and size of group.

## Scheduling

To schedule your visit, please fill out a **Group Visit Reservation Request** form and return it to Wendy Koller at [wendy.koller@readingpublicmuseum.org](mailto:wendy.koller@readingpublicmuseum.org).

- Group visits should be booked as far in advance as possible. We cannot accommodate groups that wish to book after the 15th of the month prior.
- Visits are not confirmed until you have received a confirmation. Please allow 2 weeks for processing.



# CHOOSE WHAT TO DO!

## At The Museum:

The Museum offers many galleries & exhibits that meet your curriculum needs.



### Our permanent galleries include:

- Ancient Civilizations Gallery ★
- Arms and Armor Gallery
- Pennsylvania German Gallery
- North American Indian Gallery
- Latin American Gallery
- Animal Habitats Gallery ★
- Art Gallery
- Fossil Exploration Activity ★
- Arboretum (weather permitting)

### This year's special exhibitions are:

- *M.C. Escher: Infinite Variations*  
9/21/24 to 1/5/25
- *Dinosaur Train* ★  
9/28/24 to 1/19/25
- *Order and Illusion: The Geometry of Art*  
9/21/24 to 1/5/25
- *American Impressionism: Inside/Out*  
9/14/24 - 1/5/25
- *Wild Kratts: Ocean Adventure* ★ & *Wild Kratts: Creature Power*  
1/18/25 - 5/11/25
- *Divine Forms & Earthly Delights: Reimagining Asian Art*  
Opening February 2025
- *Toytopia*  
6/14/25 - 9/7/25
- *The Art of Patrick McGrath Muñiz*  
5/31/25-8/31/25
- *The Art of Hiroshige*  
Opening June 2025

## At The Planetarium:

The Planetarium offers star shows of topics ranging from ancient cultures to the newest space science and everything in-between!



### Here is a list of shows to choose from:

- The Enchanted Reef ★
- The Zula Patrol: Under the Weather
- The Zula Patrol: Down to Earth
- Jack Frost and the Skies of Winter
- Seasons of Light
- One World, Big Sky: Big Bird's Adventure
- Perfect Little planet ★
- Dream to Fly ★
- The Magic Globe ★
- Legends of the Night Sky
- Stars ★
- Stars of the Pharaohs
- Dark Matter Mysteries
- Black Holes
- Audio Universe
- Daughter of the Stars
- Sonic Vision
- Seeing
- Dark Star Adventure
- Tales of the Maya Skies
- Back to the Moon for Good
- Sunstruck
- Astronaut ★
- Search for the Edge of the Solar System
- Einstein's Gravity Playlist
- Out There
- The Sun: Our Living Star ★
- Dark
- From Earth to the Universe
- Europe to the Stars
- Unveiling the Invisible Universe
- Oasis in Space
- Clouds of Fire
- Secret of Calakmul
- phantom of the Universe ★
- Two Small Pieces of Glass
- Realm of light
- Cosmic Origins Spectrograph
- Mexica Archoastronomy
- Astrology the story of You
- Distant Worlds: Alien Life
- Dynamic Earth
- Mayan Archoastronomy
- Hot and Energetic Universe
- Exoplanets
- Asteroids



# FREQUENTLY ASKED QUESTIONS



## On Accessibility:

The Museum welcomes visitors of ALL ages AND abilities!

- The Museum is fully ADA accessible
- Many of the planetarium shows are also available in Spanish
- The Museum is able to offer a private space for nursing mothers and/or guests who have other privacy needs with advance notice.
- The Museum has sensory tool kits available to borrow upon request
- The Museum can accommodate tactile tours for the visually impaired upon request.

Please reach out with any other accommodations you may require to make this visit meaningful, our staff is here to support you in anyway we can!



## On Food and Drink:

- The Museum offers locations for groups to eat a packed lunch.
- The Museum does not make meal arrangements for groups. We can recommend caterers to meet most needs.
- No food or drink is permitted in The Museum galleries.
- Snacks and drinks are available for purchase in The Museum Gift Shop.

*All tours are led by professionally trained Museum Educators and are designed to meet curriculum goals.*



## On group size & Chaperones:

- We recommend that group sizes do not exceed 200 guests per day.
- We recommend that groups have a minimum of 1 adult per every 20 students with a maximum of 1 adult per every 8 students.

*The above numbers are recommendations only, we are happy to meet your needs if we are able!*



## On Visit Times and Length:

- Group visits can be accommodated daily from 9am-7pm. requires advanced reservation.
- The average length of a Museum and Planetarium visit for a group of 200 is 4 hours; for groups of 100 or less is 3.5 hours.



## Other:

- Groups can visit the Gift Shop with advance notice - limited to 10 guests at a time in the Gift Shop.
- Worksheets are generally not permitted on field trips.
- Parking at Reading Public Museum is FREE! There are designated bus parking spaces for your convenience.
- Student backpacks are not permitted in the building.
- Museum memberships, library passes, and admission passes are not valid on group visits.





## What if?

- What if my school can't afford the field trip?
  - The Museum offers a grant that you can apply for to help cover the costs of admission and transportation.
- What if it snows?
  - In the event of inclement weather you can reschedule your visit without forfeiting your reservation fee.
- What if my group is late?
  - Your tour guides will adjust your schedule to offer the best experience possible.
- What if I have more questions?
  - EMAIL Wendy at [wendy.koller@readingpublicmuseum.org](mailto:wendy.koller@readingpublicmuseum.org)



## Information needed to make a reservation:

- 3 possible dates when you would like to visit.
- The times you would like to arrive and depart the property.
- Total number of students, staff, and parents attending. (Best guess)
- Idea of what galleries and/or planetarium show you want to see.



**TO BOOK YOUR VISIT, PLEASE FILL OUT THE GROUP VISIT RESERVATION REQUEST FORM AND RETURN IT VIA EMAIL TO [wendy.koller@readingpublicmuseum.org](mailto:wendy.koller@readingpublicmuseum.org)**



# NOW WHAT?

Here are some check lists to help you plan your trip!

## Once you receive your Confirmation

- Submit payment info to school office.
- Review your confirmation carefully.
- Arrange and/or confirm transportation.
- Do permission slips as per school policy
- Secure a school nurse and/or substitute teacher if required
- Do anything else your school requires.

## A month prior to your visit

- Arrange for and/or confirm school-provided lunches
- Confirm reservation fee was paid
- Confirm chaperones and staff attending
- Collect any required payments and/or forms
- Notify the Museum of any special needs or accommodations
- Do anything else your school requires.

## A week prior to your visit

- Confirm all payments have been made
- Carefully review your reminder email  
You will receive this email the week prior
- Distribute the Teacher and Chaperone Guide
- Divide your students into the specified number of groups  
You will receive this information in the reminder email.
- Confirm transportation, lunches, nurse, etc.
- Do anything else your school requires.

## The day before/morning of your visit

- Review Museum expectations with students
- Distribute rotation schedule to chaperones
- Confirm special needs or accommodations with The Museum
- Confirm transportation, lunches, nurse, etc.
- Do anything else your school requires.
- Print and fill out the attached group count form

We are here for you!  
Allow our staff to ensure the  
seamless progression of your day.



# WELCOME TO THE MUSEUM!

## Parking:

- Buses can park in the designated bus spaces in front of The Museum.
- Buses can also park along Parkside Dr. South
- **DO NOT PARK IN MAIN MUSEUM LOT.**

## Check-In:

- Send one teacher into The Museum to check in.
  - **LEAVE KIDS ON BUS!**
- Turn in your group count form.
- Confirm Lunch Location
- Confirm Itinerary with Museum Staff.

## Get Organized!

- Take lunches where directed.
- Send students to assigned locations in their groups.
- **Leave all student backpacks and bags on bus.**
- Use restrooms if necessary - **Please note this will cut into tour or show time!**

## At The Museum

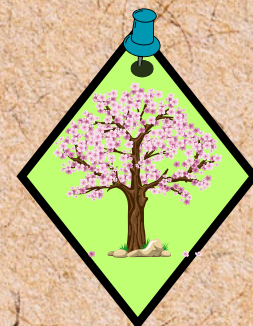
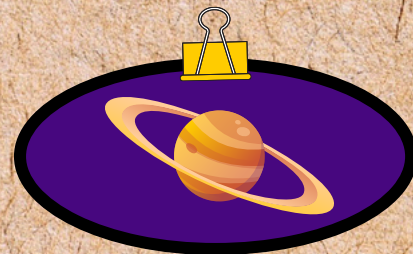
- No food or drink is permitted in the galleries.
- Your rotation schedule may change - Your guides will instruct you as to what to do.
- Please follow ALL instructions your tour guides give you.
- Please leave all coats and lunches where your guides instruct you to.

## At The Planetarium

- Please seat students from back to front.
- Please give black planetarium chair preference to students.
- Confirm your show with the planetarium attendant prior to starting.
- Please let Planetarium attendant know if anyone in your group requires any accommodations.
- Coats should be taken into the dome with the children.
- Planetarium attendant will direct you to your next location.

## During Lunch

- Make sure students use the restroom during this time
- Other than to use the restroom stay in the lunch space.
- Please make sure to clean up after yourselves.
- Do not leave your belongings on tables and chairs.
- **STAY** in the lunch location until Museum Staff directs you to leave!





# CHAPERONE & TEACHER GUIDE

**Stay with your group at all times**



**FOLLOW YOUR TOUR GUIDES INSTRUCTIONS**



- Be a role model for your students by listening when others are speaking and participating in discussions.
- Make sure your students stay together.
- Leave backpacks and large items on the bus, teachers may carry a backpack with medical supplies etc.
- Taking pictures is allowed, but only without flash.
- You are responsible for the safety and behavior of your students.
- Read all pre-visit materials carefully and completely.
- If visiting the Ancient Civilizations Gallery, please be sure to prepare your students for what they will see.

**Refrain from cellphone use**

**If you have a question... ASK!!!**



## Student Conduct

- The Reading Public Museum has 5 Rules for students to remember:
  - Use your inside voice
  - Use walking feet
  - Stay with your group
  - Keep your hands to yourself
  - HAVE FUN!
- Respect and share The Museum exhibits with each other and other guests.
- Stay with your chaperone at all times.
- Be respectful of others.
- No food or drinks are permitted in Museum galleries-this includes chewing gum.
- Ask questions, be curious, and HAVE FUN!



## Policies and Guidelines for Group Visits.

### Group Rates Defined

Group rates are for groups of 10 or more - exceptions may be made at the sole discretion of The Museum.

#### **Museum OR Planetarium Admission**

\$5/Student (ages 2yrs to college ID)

\$6/ Parent Chaperone

All School Staff is FREE!

#### **Combination Museum AND Planetarium Admission**

\$10/Student (ages 2yrs to college ID)

\$12/ Parent Chaperone

All School Staff is FREE!

### PAYMENT POLICIES

- **Effective 9/7/24 - A non-refundable fee of \$50 per 1-100 guests is required to reserve your date. An additional \$50 fee will be added for group counts exceeding 100 guests.**
  - The Museum will allow a period of at least 1 month from the time the confirmation is received to receive this payment.
  - Reserved dates will be released ONLY if reservation fee has not been received by the end of the grace period, AND if another group wishes to book the date reserved for you.
    - Before releasing your date: The Museum will notify you and you will be given 3 business days to make your payment, after which point, your tour date will be released.
- Payments may be made by credit card or check, cash is not accepted for group visits.
  - School can choose to have their credit card numbers kept on file for final payments.
- Museum Memberships, Membership discounts, discount or free admission passes, and Library passes, do not apply to group visits.
- Your visit confirmation serves as your invoice, there is a \$12.00 surcharge for each updated invoice.
- There are NO REFUNDS for group visits.
- There are NO REFUNDS for overpayments.
- Final payment is due the Monday prior to your visit and must be received for your visit to start.
- Final group count is due the Monday prior to your visit. Should your estimated count exceed your final group count, you will be charged regular admission rates for the increased numbers.

### CANCELLATIONS

- There are NO REFUNDS for cancellations - should you find you need to cancel your visit you will forfeit your reservation fee and any other payments that have been made.
- Rescheduled visits may not be required to pay a new reservation fee if new date is within 3 months of cancelled date.
- No-Shows are considered cancellations and all monies are forfeited.

### OTHER

- Group visits should be booked as far in advance as possible. We can not accommodate groups that wish to book after the 15th of the month prior.
- Visits are not confirmed until you have received a confirmation. Please allow 2 weeks for processing.
- **The Museum reserves the right to alter your itinerary the day of your visit in order to make your museum/planetarium experience the best possible experience for your group.**
- Your visit is closely coordinated with other groups, events, and programs happening at the same time as a result, you may not be able to alter your itinerary upon arrival.
- Groups will not be admitted to the Museum or Planetarium building more than 15 minutes prior to your tour start time.
- If your group will be more than 15 minutes late, please **TEXT** 610-751-5379 to notify Museum staff.