

TEACHER GUIDE TO A SUCCESSFUL FIELD TRIP

FALL 2023



The Leonardo's mission is to fuse science, technology, and art in experiences that inspire creativity and innovation in people of all ages and backgrounds.

On Field Trips, students and teachers get to explore our fascinating exhibits at their own pace, letting innovation and creativity guide them.

THANK YOU
FOR YOUR INTEREST IN
OUR FIELD TRIP PROGRAM!

Before your visit, **carefully read through your confirmation emails and this packet** to make sure your reservation details are correct and that you understand our expectations and policies.

We expect you to prepare your students and chaperones beforehand in order to have the most successful experience. We also recommend reviewing our arrival and payment procedures, which can be streamlined by filling out our **TEACHER CHECKLIST** later in this packet.

Please contact us promptly if you have any unanswered questions after reading this material.

Thank you and we look forward to your visit!



The Leonardo Education Team

801-531-9800 ext. 103

education@theleonardo.org

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FIELD TRIP TIMELINE

Please review the table for the time you reserved. It is a suggested timeline of how to use your two-hour slot. Note that **you must arrive and leave by the times listed**. You may leave the museum sooner than the scheduled time but may not stay later than is listed. Field Trip groups that are more than 15 minutes late may experience delayed entry into the museum and will still need to leave at their scheduled time.

Field trips more than 30 minutes late will have their field trip canceled or rescheduled. We understand that events may arise that require canceling or rescheduling your visit to our museum. Please contact us as soon as possible if this occurs. We cannot guarantee availability.

		TIME	DURATION
SCHEDULE A 9:30am—11:30am	Drop off, Intro, and Check in	9:30am—9:40am	10 min.
	Museum Exploration	9:40am—11:20am	100 min.
	Gather students and exit the museum via field trip doors	11:20am—11:30am	10 min.
	Load onto bus/private vehicles or exit to outside lunch area	11:30am—11:40am	10 min.

		TIME	DURATION
SCHEDULE B 11:45am—1:45pm	Drop off, Intro, and Check in	11:45am—11:55am	10 min.
	Museum Exploration	11:55am—1:35pm	100 min.
	Gather students and exit the museum via field trip doors	1:35pm—1:45pm	10 min.
	Load onto bus/private vehicles or exit to outside lunch area	1:45pm—1:55pm	10 min.

		TIME	DURATION
SCHEDULE C 2:30pm—4:30pm	Drop off, Intro, and Check in	2:30pm—2:40pm	10 min.
	Museum Exploration	2:40pm—4:20pm	100 min.
	Gather students and exit the museum via field trip doors	4:20pm—4:30pm	10 min.
	Load onto bus/private vehicles or exit to outside lunch area	4:30pm—4:40pm	10 min.

ARRIVAL PROCEDURE

1

DROP OFF/PICK UP

The drop-off and pick-up zone is located on the west side of the building on 200 East. Each group will have **10 minutes** to unload and load onto the buses, so it is important to arrive as close to your time of reservation as possible.

2

PARKING

Free street parking for buses and chaperone cars is available 1 block south of The Leonardo on 600 South between 200 East and 400 East. Metered Parking is available alongside the museum on 200 East and 500 South.

If you plan to park here, please download the [**Park SLC app**](#) beforehand to easily pay the parking fee upon arrival. Paid parking for cars is also available in the underground parking garage (entrance on 400 South).

3

INTRODUCTION TO THE MUSEUM

A Leonardo team member will greet you upon arrival and review our rules and expectations before entering the museum (See Student Guide for more information).

3a. BUS INTRO

Please have students remain on the bus upon arrival. While the lead teacher checks in your group, our team member(s) will greet your students and chaperones on the bus(s) and prepare them to enter the museum.

3b. PRIVATE VEHICLES INTRO

Please gather students on the southeast corner of the building in front of the field trip entrance (see Bus Parking Guide). Our team members will greet your group there.

4

TEACHER CHECK-IN

Before your group can enter the building, the lead teacher must make contact with our staff to check in and record the accurate count of all students and chaperones.

5

PAYMENT

For those groups that must pay for their visit, have only one person handle the payment for the entire group either by credit card or school/district check.

6

ENTERING THE MUSEUM

After check-in and the introduction, your groups will enter the museum. **You will not be admitted into the museum prior to the scheduled arrival time.**

7

FIELD TRIP PASSPORTS

To help guide students through our facilitated stations, they will each receive a **Field Trip Passport**. Students are required to have their chaperone present to complete a station. Upon completion of every station, students will receive a free ticket to come visit the museum again.

FIELD TRIP PRICING

MUSEUM ADMISSION PRICES	
Utah Public and Charter Schools	Private, Out of State, and Alternative Schools
Students: Free	Students: \$4.00
Lead Teachers: Free	Lead Teachers: Free
Adult chaperones and additional teachers outside of the ratio: \$4.00	Adult chaperones and additional teachers outside of the ratio: \$4.00
Siblings 3 years or older: \$4.00	Siblings 3 years or older: \$4.00
Siblings under the age of 3: Free	Siblings under the age of 3: Free
FREE PARENT CHAPERONE RATIOS	
Pre-Kindergarten—6th Grade	1:5
7th—12th+	1:10
Special Needs	1:1

MUSEUM AMENITIES



GIFT SHOP

The gift shop is open during museum hours. Small groups of students accompanied by a chaperone are allowed to purchase items from the gift shop at the end of their visit. Backpacks are not allowed in the gift shop.



BISTRO

The Bistro is reserved for museum guests only. Food for school groups will not be available to order in the Bistro at this time. Any groups sitting in the indoor or outdoor Bistro seating during open hours will be asked to relocate.



LUNCH OPTIONS

Due to limited indoor space, **we do NOT have an indoor area available for school groups to eat lunch.** Outdoor areas can be found north or east of the museum between the Museum and the Library.

We have indoor space to store lunches during your visit. Once your visit is complete, your group is welcome to collect your lunches and move outside. The space is owned by the city so please be aware that there may be events set up during your field trip.

Please make sure that all entrances, exits, and walkways are always clear. We ask that any group eating outside cleans up after themselves. We have additional trash bags available upon request. This policy does not change during colder seasons or inclement weather. Reentering the museum after eating lunch is not permitted at this time.

Please plan accordingly and we apologize for the inconvenience this may cause.

APPENDIX

Please print the following pages
to facilitate your arrival.

Check-in and Attendance Form is required
for entry into the museum.

PREPARING YOUR STUDENTS

We are very excited for your students to visit the Leonardo Museum! While they are here, we have just a few rules and expectations we want them, the chaperones, and all guests to follow. **Please explain these to your students prior to your visit** and we will review them upon your arrival as well.

MUSEUM RULES AND EXPECTATIONS

Be Safe

- To keep everyone safe, **no running, jumping, or climbing** is allowed in the building. Our cement floors can be slippery and none of our exhibits are meant to be climbed.
- There is a slide that takes you out of our large plane. It is a steep drop so please be sure only one person goes down at a time and that you go down feet first.
- The escalators in the museum are 60 years old! Please make sure to use them correctly as they are not toys or rides.

Be Respectful

- Please use **inside voices** when inside the museum. We have a private exhibit that plays music and it is very disruptive to other guests if you are running and shouting.
- There are many hands-on exhibits within the museum so please **share and take turns** with each other and other guests.
- No food, drink or gum inside the exhibits

Have fun!

- We want to make this a great experience for you, so if you ever need any assistance during your visit, please find one of our team members, and we will be happy to help!

ADDITIONAL NOTES

We ask that students leave their backpacks at school, in the buses, or in private vehicles. We do not have space in the museum to store these items and wish to lower the risk of losing belongings during your visit. We encourage teachers or chaperones to bring a bag to store anything that students may create in the museum and would like to bring home.

Also, due to limited indoor space, there is **no indoor area available for school groups to eat lunch**. See "Museum Amenities" for more information about lunch areas outside of the museum.

PREPARING YOUR CHAPERONES

Teacher and Parent chaperones are vital to the success of your visit to the Leonardo. Chaperones have the critical responsibility to supervise students during the visit, and an opportunity to impact the educational experience of each student. Please prepare your chaperones in advance by reviewing the information below.

We recommend that chaperones do not bring other children so they can focus on guiding students through the museum. However, we do understand that there may be situations where it is necessary in order for a chaperone to attend. We leave this up to the discretion of the teachers.

Chaperones are required to stay with their group at all times, including going up into our C-131 plane located in the Flight exhibit. Chaperones must also be present with their entire group of students to complete station activities. Groups of students will not be allowed to roam the museum without adult supervision.

In the event of disruptive behavior, the Leonardo Museum reserves the right to ask any group to leave the building.

TIPS FOR PREPARING YOUR CHAPERONES

Knowing the Plan

- Prepare your chaperones with the Chaperone Guide below or at least a copy of the schedule (including time and meeting points for snacks, bus, etc),
- Inform and assign your chaperones as to which students they will be in charge of during the visit.
- Coordinate on any student medical needs or behavioral plans.

Keeping a Balanced Management

- Management of a group should not come in conflict with the learning experience of the students. Encourage chaperones to be positive, praise students when good behavior, and ask them to engage and interact throughout the experience.
- Ask chaperones to stay firm when it comes to important issues such as horseplay, inappropriate behavior in front of others, being repeatedly defiant, etc. Redirect to the appropriate behavior.

CHAPERONE GUIDE

THANK YOU FOR BEING A CHAPERONE TODAY!

Chaperone role and tips:

- Ensure your assigned students stay with you at all time, including up in the C-131 plane in our Flight Exhibit.
- Actively supervise your students and manage behavior.
- Encourage learning and engagement by asking questions.
- Make sure to have the phone numbers of the teacher.

Important Information:

Arrival Time: _____ Departure Time: _____ Total number of students in your group: _____

Student Names:

1	6
2	7
3	8
4	9
5	10

CHAPERONE GUIDE

GUIDING STUDENT LEARNING

Make the experience more educational for students.

- A** Explore the museum first and then let your group or students decide which area they want to explore more or work on first.
- B** Ask the students why they chose a specific area, how they are going to best use their time in that area, and what they want to explore, learn about, or work on.
- C** Ask them to show you what they are working on, not just a topic but their process. They could also explain what they discovered or produced (built, sketched, drew) afterward.
- D** Initially, help them figure out how something works, give them some time before telling them right away. Some students may want/need time and space to work on something.
- E** Praise their individual learning experience. What they produce and experience is unique.

TEACHER CHECKLIST

WELCOME TO THE LEONARDO MUSEUM!

Please utilize the form below to ensure the most efficient check-in process.

Before Visit

- ☐ Review the rules/expectations, emphasizing students and their chaperones must stay together at all times.
- ☐ Print the Chaperone Guide.
- ☐ Contact us with any questions, concerns, or rescheduling needs.

Day of Visit

- ☐ Give the Bus Parking Guide to the bus driver or those driving private vehicles.
- ☐ Review details of the visit, including departure time, lunch plans, etc. with the bus driver, other teachers, and chaperones.
- ☐ Have the payment prepared beforehand (one transaction via credit card or check).
- ☐ Using the form below, collect a final count of students, teachers, chaperones, and any siblings.

CHECK-IN AND ATTENDANCE FORM

Fill out the information below and give the form to the admissions desk

Date _____ School/Group Name _____

Teacher Name _____ Grade of Students _____

School Type (mark one)

☐ Public ☐ Charter ☐ Private ☐ Other: _____

Payment Method

Applicable to Private, Out of State, or Alternative Schools

☐ Credit Card ☐ Check ☐ Cash ☐ N/A

Free Chaperone Ratio (mark one)

Please refer to registration confirmation email

☐ 1:5 ☐ 1:10 ☐ 1:1

Lunch

Space available outside of museum

☐ Before visit ☐ After visit ☐ N/A

Total number of Teachers/Staff

Total number of Students

Total number of Chaperones

Total number of Siblings (Age 3+)

Total number of Siblings (Age 2 and under)

Arrival time:













☐ 9:30am ☐ 11:45am ☐ 2:30pm

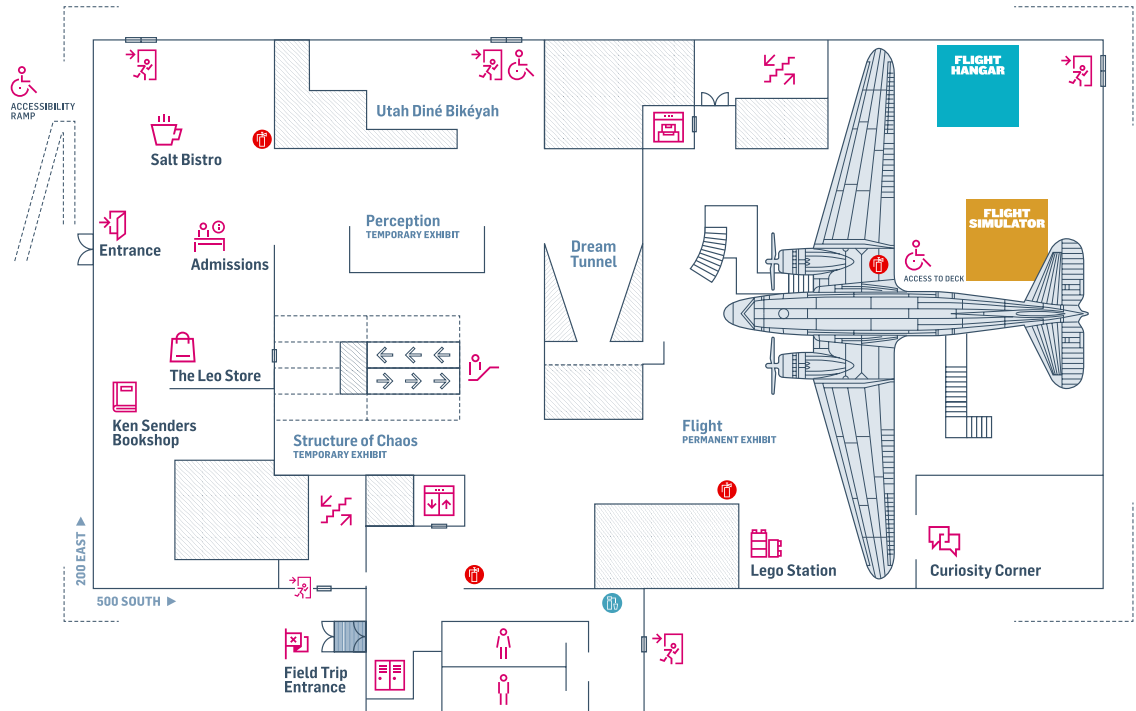
Departure time:

☐ 11:30am ☐ 1:45pm ☐ 4:30pm ☐ Other










FACILITY MAP

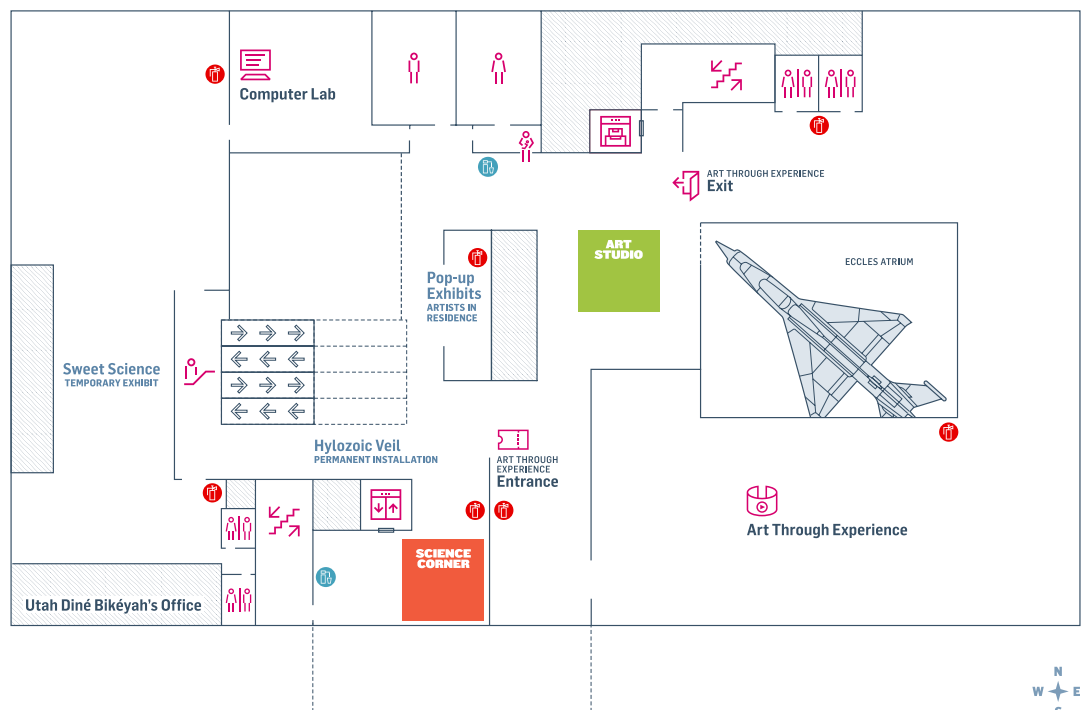
FIRST FLOOR

-  Restrooms
-  Public Stairwell
-  Escalators
-  Wheelchair Access
-  Public Elevator
-  Service Elevator
-  Emergency Exit
-  Meeting Point
-  Lockers
-  Fire Extinguishers
-  Water Fountain
-  Service Area



SECOND FLOOR

-  Restrooms
-  Public Stairwell
-  Escalators
-  Public Elevator
-  Service Elevator
-  Mother's Room
-  Fire Extinguishers
-  Water Fountain
-  Service Area



BUS PARKING GUIDE

- Address** The Leonardo Museum, 209 East 500 South, Salt Lake City, UT 84111
- Drop Off** Please drop off students at the **Bus Drop Off Zone** indicated above. Each bus has **10 minutes** for a staff member to give an introduction and then unload all the students. Once the students are unloaded, please vacate the zone for the next group to arrive.
- Pick Up** Please coordinate with teachers about the pick-up time. Each bus has **10 minutes** to load students onto the bus and vacate the zone for the next group.
- Parking** Free parking is available 1 block south of The Leonardo on 600 South between 200 East and 400 East. There is additional parking available in the Smith's parking lot on the corner of 500 South and 500 East.

