



Thank you for visiting the Children's Museum of Atlanta. Please review the following reminders before you visit.

- **Field Trip Duration**
 - General Field Trips begin at **10:00AM** and end at **12:20PM**
 - STEM Field Trips (**Tuesdays only**) begin at **10:00AM** and end at **12:45PM**
- **Arrival Time**
 - Arrive at 9:45AM to begin your check-in and start your trip at 10AM
 - **Arriving late will limit your exploration and fun. Field Trip times will not be extended**
 - Upon arrival, all students should remain on the bus
 - Staff will meet the lead teacher at the bus and escort you in with lunches for your students
- **Busses and Parking**
 - **Lead teachers are responsible for notifying their bus driver about departure**
 - Before leaving the bus know the exact number of students, chaperones, and your bus driver's cell phone number before entering
 - Bus parking is available at the Georgia World Congress Center Marshalling lot
 - Bus vouchers are available for purchase at the museum
 - Your bus should arrive for departure no later than 12:20PM
- **Chaperones**
 - Have a complete count of chaperones before you enter the museum
 - Chaperones not riding with you will have to wait to enter with your group
 - We accept 1 free chaperone for every 5 students
 - Special needs chaperones are admitted at a 1:1 ratio
 - **Chaperones who exceed the 1:5 ratio**
 - Will be charged **\$11.95 plus tax** if they notify the trip organizers and are included with the regular school payment
 - **Walk-up or Chaperones** who do not pay the school prior to arrival will pay **\$14.95 plus tax** for entry
 - **Memberships** are not valid for field trips
- **Lunches**
 - Box all lunches in manageable containers prior to arrival
 - If you plan on ordering lunch, place your order with the third party vendor and notify our staff that lunch will be delivered for your group
- **Lunch times and Imaginator Showtime**
 - Lunches and Showtimes are assigned by our Field Trip Staff and you will be notified of your lunchtime and showtime upon arrival
- **Departure from the Children's Museum of Atlanta begins at 12:20PM**
 - At 12:20 students will gather, collect their belongings, then prepare for departure
 - Groups will begin boarding their bus as soon as their group is ready and their bus arrives
 - Your bus should arrive for departure no later than **12:20PM**
 - **STEM Field Trip Departure begins at 12:45PM**
- **Store**
 - Guests are allowed to send 5 students and 1 chaperone to the Museum Store at a time. Please notify your Field Trip Educator if you'd like your group to visit the store.

Following the guidelines will prepare you for a smooth field trip.

If you have any questions please contact us. We are pleased to help!

Reservations at 404.527.3693 or reservations@childrensmuseumatlanta.org (Any Day 10AM-4PM)