



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

- **Field Trip Duration**
 - Guided Field Trips begin at **10:00AM** and end at **12:30PM**
 - Self-guided Field Trips begin at **1:00PM** and end at **3:30PM**
- **Arrival Time**
 - **Guided:** Arrive at 9:45AM to begin your check-in and start your trip at 10AM
 - **Self-guided:** Arrive at 12:45AM to begin your check-in and start your trip at 1PM
 - **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, if applicable, 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 in order to expedite check-in
 - Bus parking is available at the Georgia World Congress Center Marshalling lot for \$25 per bus that are available to purchase at the museum
 - Your bus should arrive for departure no later than 12:20PM for guided field trips and 3:20PM for self-guided field trips
- **Chaperones**
 - Have a complete count of chaperones before you enter the museum; this includes teachers, school staff, and parents that are included in the school payment
 - Chaperones not riding with you will have to wait to enter with your group
 - We accept 1 free chaperone for every 5 students
 - We accept 1 free chaperone for every 1 special needs students
 - **Chaperones who exceed the 1:5 ratio**
 - Will be charged **\$13.95 plus tax** if they are included with the regular school payment
 - **Walk-up Chaperones** who do not pay the school prior to arrival will pay **\$15.95 plus tax** for entry once the school has completed check-in
 - **Memberships are not valid for field trips**
- **Lunches and Imaginator Showtime - Guided Field Trips Only**

- 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 Showtimes are assigned by our Field Trip Staff and will be notified upon arrival
- **Departure from the Children’s Museum of Atlanta**
 - Guided Field Trips begins at 12:30PM
 - Self-guided field Trips begins at 3:30PM
 - Students will collect their belongings to 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 for guided field trips and 3:20PM for Self-guided field trips**
- **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 happy to help!

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