

2024-2025

SUGAR LAND FIELD TRIP PREP GUIDE



HOUSTON MUSEUM *of* NATURAL SCIENCE

Thank you for choosing the

Houston Museum of Natural Science at Sugar Land!

Here at HMNS, education is our passion, and we're thrilled to be a part of your educational journey. With world-class exhibition halls, hands-on labs and workshops, and STEAM-based teambuilding activities, there really is no better place for your students to enhance their education.

Your field trip is in good hands with our Reservations team. You can take advantage of a personal field trip coordinator, who can help you organize a trip that works for you and your students. Exclusive online curriculum is available at hmns.org/curriculum which will help ensure that your field trip is truly educational.

Each year, we publish our Educator's Guide, available online at hmns.org/educatorguide, which details all of the programs available to you and your students. Once you've used the Educator's Guide to choose your venues and activities, the Field Trip Prep Guide is your next step for creating a memorable experience. In this planner, you will find all the information you need to prepare for your trip to HMNS, including the **Required Teacher Admission** sheet that you must bring with you on the day of your arrival.

If you have any questions, do not hesitate to contact our team at reservations@hmns.org.

Best,

HMNS Staff

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HOUSTON MUSEUM *of* NATURAL SCIENCE

Required Teacher Admission Sheet

The following form **MUST** be brought completed with payment to the school check-in podium upon your arrival. If you have any questions or concerns, please call the field trip line at 713-639-4659.

School Information:	Final Numbers:
School Name: _____	Students: _____
Confirmation Number: _____	Adults (Chaperones/Teachers): _____
Date of Field Trip: _____	Total: _____

Bus Unloading and Check In:

Please arrive 30 minutes prior to your first timed entry on your schedule. If students need to be divided into groups, this should be done before arrival.

- Please unload the buses at the **designated area** near the entrance door to ensure the safety of the students **before** parking the buses. Buses may be parked at the far end of the parking lot.
- Lunches may be brought, and must be stored inside the Museum until your designated lunch time, in clearly labeled coolers or boxes. Only bottled water is allowed in the exhibit halls.
- Unload students and line them up at the steps, in designated groups.
- Students and chaperones (including teachers and parents) should be counted. Money should be collected prior to arriving. **All cash payments must be consolidated into large bills before arrival. All adults participating on the trip are required to pay.**
- Bus drivers wishing to participate in the field trip will be charged the group rate unless they are included in the original chaperone count.
- **The lead teacher will submit this completed form and group payment to the School Greeter inside the main entrance before their group is allowed to enter.**

Chaperone Information:

- Chaperones must be at least 21 years of age and remain with students at all times.
- A chaperone is required for every 10 students. The ratio may not exceed 10 students per chaperone.
- All teachers and chaperones included in the official count will pay the field trip rate.
- Adults **not** included in the above chaperone count will need to purchase their own tickets at the full rate, **if available**, upon arrival.
- **The lead teacher must inform all chaperones of the venue and entry times for your reservation.** Museum personnel are not allowed to give out this information for the safety of the students.

Lead Teacher Agreement:

By signing this document, I agree to ensure that all teachers, parents, and chaperones visiting The Houston Museum of Natural Science have read the above information and the Museum Etiquette guidelines (page 3). I understand that a failure to follow the outlined procedures, or adhere to museum etiquette guidelines, may result in the school group's removal from the Museum.

Lead Teacher Signature: _____

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Museum Etiquette

To ensure that all Museum visitors have an optimal experience, and out of respect for our collections and the safety of others, **we ask that all HMNS patrons adhere to the following guidelines:**

- Keep your hands and feet to yourself.
- Keep a safe distance from objects, walls, cases, artifacts, and photographs. The oils, salts, and acids in our sweat can damage works of art and artifacts.
- Picnicking is **restricted** to the fenced-in garden located at the back of the Museum.
- The playground and south lawn are private property and may **not** be used.
- Be respectful of Museum Staff, other school groups, and visitors to the Museum – this includes but not limited to:
 - Being considerate when speaking to Museum Staff
 - Using a quiet voice when walking through the halls
 - Not using profanity or derogatory language
- Cell phones must be turned off or silenced while in the Halls.
- Food, drinks, and chewing gum are not allowed in the Halls – all snacks & lunches must be stored upon arrival, in clearly labeled coolers or boxes.
- Students are not permitted to run or jump in the Halls.
- Please refrain from blocking exit and/or entryways throughout the Museum.
- While viewing exhibits, please allow space for other patrons to safely pass.

Classroom Etiquette

Please note that classrooms have limited space. If a group has more chaperones than anticipated, there is no guarantee that all chaperones will be able to join the class.

Remember that classes are designed for specific grades levels, so we ask that this be kept in mind when considering younger siblings. Our aim is to provide a superior learning experience for students, so please be respectful of class activities (turn off cell phones, limit conversation with others, etc.)

Teachers and chaperones are responsible for the behavior of their students and children during their visit to the Museum. We thank you in advance for ensuring that our Museum remains in good condition and is safe for all visitors to enjoy.

Failure to adhere to the Museum and Classroom Etiquette Guidelines, may result in your group's removal from the Museum without receiving a refund.

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Field Trip Checklist

At least a Month prior to trip (we recommend booking well in advance):

- Fill out a Field Trip Request form: www.hmns.org/book

Two to four weeks prior to trip:

- Complete required school documentation (field trip permission forms, transportation forms, contracts, etc.).
- Secure chaperones for trip; at least one chaperone for every ten students. Ratio per chaperone should not exceed 10 students. **Chaperones must be 21 years of age or older.**
- Coordinate transportation with your district.
- Download online curriculum at hmns.org/curriculum.
- If possible, visit the Museum ahead of time to familiarize yourself with the location.

The day before your field trip:

- Adjust final count of students, parents, teachers, and chaperones. Write this number on the **Required Teacher Admission Sheet** (p. 2). All participants who are included in your school's payment (students, parents, chaperones, and teachers) should be counted on that sheet.
- Adults **not** included in the chaperone count will need to purchase their own tickets at the full rate, **if available**, upon arrival. You must inform all chaperones of your venue and entry times for your reservation. Museum personnel are not allowed to give out this information for the safety of the students.
- Assign students to groups. One chaperone is required for every ten students. The ratio per chaperone may not exceed 10 students.
- Prepare payment. Final payment is due upon check in. Cash payments must be consolidated into large bills.
- Review the Museum and Classroom Etiquette guidelines with your students and chaperones (p. 3).
- Ensure that all chaperones have a copy of the Museum Map (p. 7) and your field trip itinerary.
- Distribute curriculum to students along with necessary materials.

The day of your field trip:

- Ensure that all chaperones have a copy of the Museum Map (p. 7) and your field trip schedule.
- Buses unload in front of the Museum. Once unloaded, students will line up outside the main entrance while the lead teacher enters the Museum to check in.
- During check in, the lead teacher will provide a final count, payment, and the **Required Teacher Admission Sheet** (p. 2).
- Once checked in, chaperones may lead their student group into the Museum. Remind chaperones that they must remain with their student group at all times.

Safety Tip: Please bring student medical forms and all necessary medications to ensure a safe and enjoyable field trip!

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Frequently Asked Questions

1. Who can visit?

To qualify as a school group, you must belong to an educational organization (K – 12), **make advance reservations**, and visit the Museum Monday – Friday from 10 a.m. to 5 p.m. The field trip rate also extends to home schools with at least 10 students.

During the school year, HMNS at Sugar Land requires a minimum count of 60 students to book a trip on M-W.

2. What if I have fewer than 10 students?

Groups of fewer than 10 students may still book a field trip; however, they will be charged for 10 students plus any chaperones if they wish to receive the field trip rate. Our representatives are available to help determine the most cost-efficient method for your group to visit the Museum.

For an established field trip, the person who booked the trip should call (713) 639-4659 at any time prior to the day of arrival to add or subtract people from the reservation. Groups that fall below 10 students will be charged for 10 students plus any chaperones in order to receive the field trip rate.

3. How many chaperones do I need?

We require one chaperone for every ten students (ratio per chaperone should not exceed 10 students). Chaperones must remain with their students at all times. Chaperones must be at least 21 years of age and must wear their chaperone sticker. All teachers and chaperones included in the official count will pay the field trip rate; those not included in the chaperone count will need to purchase their own tickets at the full rate, if available, upon arrival.

4. What do we do if the student number changes?

Before the trip, reservation numbers can be updated by calling (713) 639-4659. On the day of the trip, the final count of students, parents, teachers, and chaperones must be written on the **Required Teacher Admission Sheet** found on page 2.

5. Can I change my reservation?

Adding or removing venues from a reservation requires a seven-day notice, if available. After tickets have been printed, the reservation may not be changed, and there will be no refunds or exchanges.

6. Where do we eat lunch?

Lunches may be brought in and must be stored inside the Sugar Land Museum until your designated lunch time. For easy storage and retrieval, put lunches in a labeled cooler, tote, or box for transit. Your field trip schedule will show the time and location for lunch.

7. Do you have curriculum for the venues?

The Museum offers customized TEKS-based curriculum, available at hmns.org/curriculum to accompany your field trip. These free units are designed to make the field trip experience educationally sound and fun and include a TEKS-aligned knowledge hunt and extension activities for grades K-8. High school curriculum is available, with a two-week notice, upon request. For questions, email educationquestions@hmns.org.

8. Can we see special/traveling exhibitions?

Absolutely! Visit our Exhibitions page at hmns.org/sugarland for more information about what is currently on display. These exhibitions may cost an additional fee.

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9. Are guided tours available?

No, docent guided tours are not currently available.

10. Are there any hands-on programs for students?

Explore science, nature, and history in our Science Labs featuring specimens, artifacts, and laboratory equipment. Each lab lasts one hour and accommodates up to 25 students. If your group is interested in scheduling a Lab, please visit hmns.org/sciencelab or contact reservations@hmns.org.

HMNS at Sugar Land also offers *In Our Nature* (life science programs) to enhance the field trip for an additional fee. Please inquire when booking for availability and pricing.

11. How do I pay for my field trip?

Field Trips may be paid for in advance by calling **(713) 639-4629 (Press 1 for tickets, then press 2 for all other tickets and information)**, by mailing a check, or on the day of the trip. If you call in advance to make payment, make sure to have your 7-digit confirmation number available – it is listed on the top right of your invoice. If you choose to pay on the day of the trip, the Museum will accept school district checks, credit cards, or cash (large bills only). A purchase order (PO) will **not** be accepted. Field Trips must be paid for in one transaction. All students and chaperones on the reservation should give their payment to one person who will present the money at the box office.

***If you pay with a school check, please make sure to write your 7-digit confirmation number on the check.**

Please mail checks to:

The Houston Museum of Natural Science
ATTN: School Services
5555 Hermann Park Dr.
Houston, TX 77030-1718

Have a question the FAQs don't answer? Contact us at 713-639-4659 or

reservations@hmns.org.



HOUSTON MUSEUM *of* NATURAL SCIENCE

Sugar Land Facility Map






theHoustonMuseumofnaturalscience
at SUGAR LAND

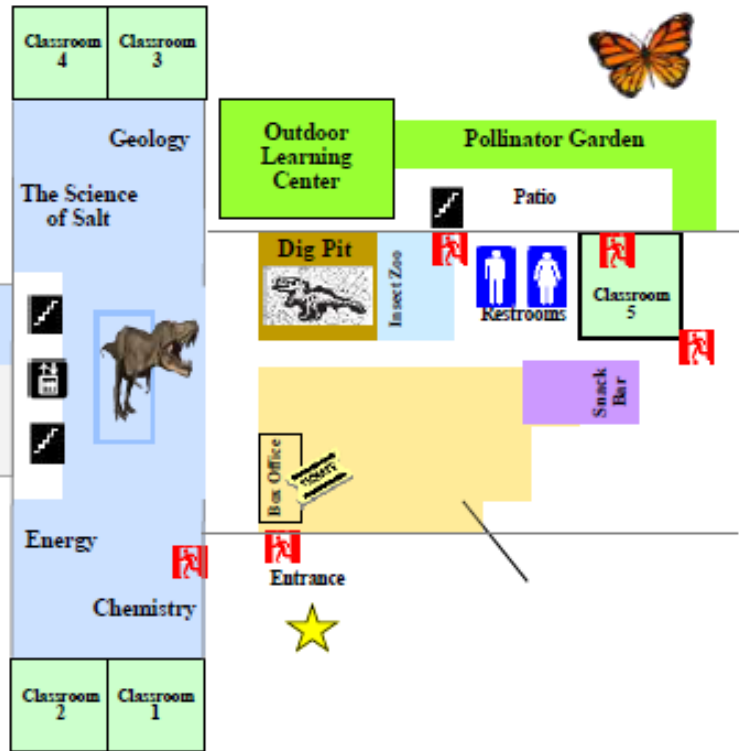
1st Floor

Hall of Chemistry and Technology
Salt Mine Experience
Pollinator Garden

Trip Into a Salt Dome

KEY

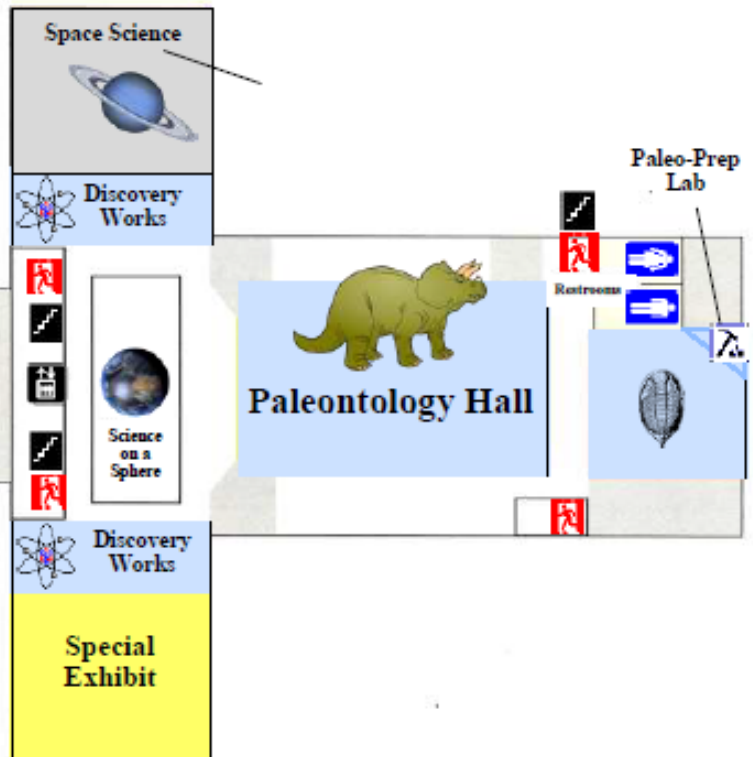
-  Stairs
-  Elevator
-  Emergency Exit
-  Information
-  Box Office



theHoustonMuseumofnaturalscience
at SUGAR LAND

2nd Floor

Paleontology Hall
Space Science
Discovery Works
Special Exhibit



HOUSTON MUSEUM *of* NATURAL SCIENCE

Driving Directions



On Highway 59 South

Exit University Blvd and turn right. Proceed to the intersection of University Blvd and New Territory Blvd. The Houston Museum of Natural Science at Sugar Land is located on the left.

On Highway 59 North

Exit University Blvd and turn left. Proceed to the intersection of University Blvd and New Territory Blvd. The Houston Museum of Natural Science at Sugar Land is located on the left.

