



## **Caterpillar Visitors Center** Field Trip Chaperone Policies

**– Please provide a copy to each chaperone prior to field trip.**

In order to provide students with an educational and safe experience at the Caterpillar Visitors Center, all adults accompanying a school group to the Caterpillar Visitors Center are considered chaperones.

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**These chaperones assume responsibility for the behavior of students while at the Caterpillar Visitors Center. It is the chaperone's responsibility to review Caterpillar Visitors Center policies listed below prior to field trip.**

- The Caterpillar Visitors Center requires school groups provide one chaperone for every 10 (ten) students (students 5 yrs. and under should have a one chaperone for every 5 students).
- We are pleased to offer complimentary admission for one adult per 10 paid students.
- Additional chaperone tickets can be purchased at the student rate of \$3.00/ticket.
- Field trips to the Caterpillar Visitors Center are self-guided. Chaperones are responsible for guiding their assigned group of students through the Caterpillar Visitors Center. Gallery hosts will provide assistance throughout the Visitors Center but will not conduct guided tours.
- We suggest chaperones bring a copy of the Educator Guide to help lead students through the Caterpillar Visitors Center.
- Students must remain in chaperoned group for the duration of the visit. Please assign students to chaperoned group before arrival. No more than ten students per chaperone.
- Large bags and backpacks will not be allowed in the Caterpillar Visitors Center. Please leave bags with transportation. The Caterpillar Visitors Center does not provide a coat check; we suggest students leave large coats in their transportation.
- Photography is allowed throughout the galleries of the Caterpillar Visitors Center. Please advise students are not permitted to take photos in any of the theaters.
- Please advise students not to run, roughhouse or climb on any display or equipment, unless a staircase provides entry to the cab of a machine.
- Please make sure groups know their meeting time and place for departure.
- The Caterpillar Visitors Center offers a one-time admission. If you would like to visit the merchandise store, please plan to do so after you tour the exhibits. The Caterpillar Visitors Center does not provide storage for purchased items and is not responsible for any damaged or lost items.
- The Caterpillar Visitors Center is fully handicap accessible.

### **Caterpillar Visitor Center Rules**

- No food or drink is allowed in the Caterpillar Visitors Center.
- No pets in the building. Only guide dogs for the blind and service dogs for people with disabilities and working dogs in training are permitted inside.
- For the safety of our guests, all persons and bags are subject to reasonable search and security checks.
- Visitors are responsible for personal property. The Caterpillar Visitors Center does not offer a coat check, so please keep coat with you, or leave in transportation.
- Shoes and shirt required at all times.
- Photography is permitted in the Visitors Center. Please refrain from the use of cameras/video cameras in the theaters.
- Smoking is not permitted within the Visitors Center or on Visitor Center property.



# FIELD TRIP INFORMATION SHEET

FOR CHAPERONE TO TAKE ON FIELD TRIP

**Chaperone Name:** \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Field Trip Location: \_\_\_\_\_

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**Students in group:**  
(Max 10 students per group)

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Return to bus (time and meeting place):

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Important phone numbers:

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NOTES:

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**Please remember: YOU are responsible for the students in your group. Students must remain with you at all times while at the Caterpillar Visitors Center.**

Please use the Educator Resource Guide while exploring the galleries. You will find talking points and questions for each gallery that may help keep students engaged.