# Preparing for Your Visit

## Before Leaving School

- Using our Chaperone Worksheet, pre-assign students to chaperones according to the following required ratios:
  - 1 chaperone per 5 students under 10 years
  - 1 chaperone per 8 students over 11 years
- Leave student belongings at school or on the bus. We will provide storage carts for coats and lunches when you arrive.
- Tally your total number of students and chaperones before you leave.
- Remember to have students use the restrooms before leaving.
- Arrive at the museum 15 minutes before your program start time. If you will be late, please call 206-342-2020. Note: no guests are allowed in the museum before our 10:00 am opening time.

## Arrival at the Museum

- Buses should unload in our loading-only zone in front of the museum on 1st Ave S. Drivers should pull up as far as possible and park close to the curb.
- Keep students on the bus, or on the sidewalk leading to the Main Entrance ramp. Do not have groups wait in the parking lot.
- Once parked, the Lead Teacher should come into the building to check-in with the Front Desk with their total number of students and chaperones, as well as payment.
- Once inside, museums staff will collect student belongings and do a quick **15-minute orientation** to go over museum rules and your day-of schedule.
- All students will receive a colored wristband during orientation. Chaperones will receive colored badges.
- After students are dropped off, bus drivers are welcome to tour the museum free of charge.
- If Chaperones or Students arrive separately from their group, please wait in the museum lobby.

## Lunch

- Field trip reservations include 25 minutes of reserved space on-site for a brown bag lunch.
- To purchase lunch off-site, students must travel in a group of 3 and with 1 adult chaperone.

## Payment

- Payment preferences (invoice, check, or credit card) must be relayed to LCM+L prior to your visit.
- Additional chaperones beyond the number invoiced will be asked to pay full price general admission to attend the field trip (unless they are members).

## Staff Expectations of Chaperones

- All chaperones must keep their **Chaperone Badge** clearly visible at all times while on the exhibit floor.
- Chaperones must stick with their pre-assigned students at all times.
- Chaperones are responsible for being good facilitators and enforcing Museum Rules (above).
- If a student is lost or missing, Chaperones should alert museum staff at once for additional help.

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**Museum Rules**

Treat humans and technology with respect.

- No running, pushing or roughhousing.
- Scoot over, take turns, and cheer others on.
- Technology is made for sharing.

Help keep track of each other.

- **Stick with your chaperone.**
- Keep all food or open-container drinks in the Café only. **Robots don’t like liquids.**
living computers
museum + labs

Level 2
Vintage Collection
1. mainframes
2. minicomputers
3. microcomputers
4. memory + storage

Level 1.5
Mezzanine
1. internet of things
2. gamemakers

Level 1
Modern Tech
1. artificial intelligence
2. augmented reality
3. big data
4. robotics
5. self-driving cars
6. virtual reality

Got a Problem?
For lost children, First Aid, or any other emergency, contact a staff member immediately.
The Front Desk Staff can be reached anytime at:
206-342-2020