



Checklist for Your Visit from the Bay Area Discovery Museum

We are so excited to be visiting you from the Bay Area Discovery Museum! Here is a checklist to help you plan for your visit.

When you receive this email:

- Review your scheduled date to make sure that there are no scheduling conflicts.
- Pay for your \$15 deposit.
- Plan/book space at your site for the program.
- Send home family letters and start recruiting volunteers. BADM requires all programs to have a minimum of 4 adult volunteers to support the students' learning.
- Review and familiarize yourself with our policies (see below).

Before your visit:

- Confirm that you have at least 4 adult volunteers.
- Let front office staff know to expect BADM visitors and where to send them.

Day of your visit:

- Make sure that each class has the final count of students and adults.
- Put nametags on your students.



Bay Area
Discovery
Museum

Bay Area Discovery Museum School Program Policies

Adult Volunteers

BADM requires all programs to have a minimum of 4 adult volunteers to support the students' learning. We welcome additional adults to participate in our programs at your site, and all adults are complimentary.

Deposit and Balance

A \$15 deposit is required within 30 days of receiving confirmation for your visit, and is applied to the total cost of your program.

Payment of the balance for your program is due no later than the day of the event. We do not accept cash payments or purchase orders. We understand that numbers of student and adult participants change, so we update your balance on the day of your program. Failure to pay the balance by the day of your visit will result in a \$50 late fee.

Payment

Payment of your deposit or full balance can be made by credit card or check.

Credit Card: Credit card payments can be made online through Doubleknot.

Check: Checks can be made out to the Bay Area Discovery Museum. Be sure to include your visit date and school name in the notes section. Mail checks to:

Attn: School Visits
Bay Area Discovery Museum
557 McReynolds Road
Sausalito, CA 94965

BADM memberships, passes, coupons, groupings, or other discounted tickets will also not be accepted for school programs.

Cancelling and Rescheduling

Cancellations must be made more than 30 days in advance to receive a full refund. Fees will be applied for events cancelled less than 30 days in advance or for visits rescheduled within 14 days of the program date. Cancellations made less than 14 days in advance will be charged the full amount.

Our mission is to transform research into early learning experiences that inspire creative problem solving.

Fort Baker, 557 McReynolds Road, Sausalito, CA 94965 / (415) 339-3900 / f (415) 339-3901 / BayAreaDiscoveryMuseum.org



Sample Schedules for STEM Workshops

These are sample schedules for 4 sessions at your school. We do our best to schedule the classroom sessions in a way that will not be disruptive to your students' daily schedules.

Sessions will run for 45-60 minutes. Our staff will need 15 minutes between sessions to reset if all sessions will be in the same space. If the sessions will be in different classrooms, our staff will need 30 minutes between sessions to set-up.

Example STEM Workshop @ School Schedule, One Room

8:30 – 9:00 am:	Arrival and Set-Up
9:00 – 10:00 am:	STEM Workshop (Class #1)
10:00 – 10:15 am:	Reset
10:15 – 11:15 am:	STEM Workshop (Class #2)
11:15 – 11:30 am:	Reset
11:30 – 12:30 am:	STEM Workshop (Class #2)
12:30 – 12:45 am:	Reset
12:45 – 1:45 am:	STEM Workshop (Class #2)
1:45 – 2:00 pm:	Clean-Up and Departure

Example STEM Workshop @ School Schedule, Multiple Rooms

8:30 – 9:00 am:	Arrival and Set-Up
9:00 – 10:00 am:	STEM Workshop (Classroom #1)
10:00 – 10:30 am:	Set-Up (Classroom #2)
10:30 – 11:30 am:	STEM Workshop (Classroom #2)
11:30 – 12:00 am:	Set-Up (Classroom #3)
12:00 – 1:00 am:	STEM Workshop (Classroom #3)
1:00 – 1:30 pm:	Set-Up (Classroom #4)
1:30 – 2:30 pm:	STEM Workshop (Classroom #4)
2:30 – 2:45 pm:	Clean-Up and Departure