



Bay Area
Discovery
Museum

Checklist for Discover-It-Yourself Field Trips to the Bay Area Discovery Museum

We are excited for your visit to the Bay Area Discovery Museum! Here is a checklist to help you plan for your trip:

When you receive this email:

- Review your date and arrival time to make sure there are no scheduling conflicts.
- Review payment details located on the email receipt.
- Plan/book transportation for your group.
- Review and familiarize yourself with our school program policies listed below.

Before your visit:

- Confirm that you have **at least 1 adult for every 5 students.**
- Send home Parent/Caregiver Letter.
- Prepare your payment method prior to your visit.
- Please consider our limited lunch storage space and contact us about spaces to eat.
- Remind families about appropriate attire for children (i.e., in layers that can get messy).
- Please ensure chaperones and/or bus drivers have directions to the museum. Feel free to use our Chaperone Driver and Bus Driver Letters you received as an email attachment.

Day of your visit:

- Please ensure you've communicated with drivers about arrival and departure times.
- Assign each chaperone a group of no more than 5 students to supervise.
- Ensure all teachers have emergency contact information for each child in their group.
- Please take attendance of all participating adults and students the day-of and share this total with museum staff upon arrival.
- Prepare to make any additional payments if needed. Day-of payment can only be made by credit card or check.



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Bay Area Discovery Museum School Program Policies

Required Adult-to-Child Ratio

The Bay Area Discovery Museum requires all school groups to maintain a minimum ratio of 1 adult for every 5 children. To minimize confusion, all adults and siblings visiting with your group must be counted and paid for as part of your group's total. Museum staff are not responsible for the children in your group. Your staff is responsible for emergency contact information for each child in your group.

Payment

Payment of the balance for your program is due the day of your visit. We understand numbers may change the day of your visit and will adjust your balance as necessary. Payment of your deposit or full balance can be made by credit card or check. We do not accept cash payments or purchase orders. Museum memberships, passes, Groupons, and discounts are not accepted for school programs.

Credit Card

Credit card payments can be made by following the instructions in your booking confirmation email and logging into our online portal or the day-of onsite.

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. Checks can be submitted day or mailed to:

Attn: Cassandra Clemens
Bay Area Discovery Museum
557 McReynolds Road
Sausalito, CA 94965

Cancelling and Rescheduling

Cancellations and reschedules must be made more than 14 days in advance of your visit to receive a full refund. Cancellations and reschedules made less than 14 days in advance will not receive their deposit back. The museum is open rain or shine and will only close due to extreme weather or hazardous conditions. If the museum closes, a full refund will be issued. While we do our best to accommodate unanticipated circumstances, fees will be applied to groups who cancel scheduled programs due to weather.

Arrival and Departure

All school visits are scheduled to enter and depart the site at a specific time to maintain a museum-wide capacity. While we will do our best to accommodate unanticipated circumstances, early entry and late departures cannot be guaranteed.

Site Policies

Please review current site policies, including COVID-19 safety, here: [Policies – Bay Area Discovery Museum](#)

Accessibility

Please review museum accessibility here: [Accessibility – Bay Area Discovery Museum](#)