

# School & Youth Group Guidelines



**Please print this page for your reference - it is yours to keep.**

Confirm that you have read and understand the guidelines below by signing the attached School & Youth Group Admission Form. Bring the completed form on the day of your visit to be admitted to the Academy.

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## Arriving at the Museum

- » **Parking & Unloading:** The bus loading/unloading zone is located at the front of the Academy. City parking for buses is available behind the Music Concourse Band Shell for a low fee. Cars may park on surface streets for a limited time or in the underground city garage, but note that we cannot validate parking.
- » **Chaperones & Memberships:** A minimum of 1 adult chaperone for every 8 students is required (1:10 for high school). Recall that Membership admission benefits do not apply to field trips.
- » **Entry:** Approach the Service Desk outside the Academy entrance to check in. Expect entry to take at least 10 minutes as we direct your group to the appropriate line; this would be a good time to brief your chaperones on the plan for the day! Your entire party must be present in order to enter under your group reservation, so plan carpooling accordingly.

## Inside the Academy

- » **Reserved Programming:** If you have pre-scheduled a Rock Fund Program starting at 9:30am, an Academy Educator will meet your group in the Entrance Lobby. If you have reserved the 11:30am Rock Fund Program, meet your Academy Educator on the Level 3 balcony directly past the Naturalist Center.
- » **Planetarium:** School and youth groups may attend a Planetarium show, assuming a reservation was made prior to your visit date. Arrive at the Planetarium 30 minutes before your scheduled show time to be seated! Remember that passes cannot be distributed to groups for the public shows, and we may be unable to shift your reservation to a later showtime.
- » **Daily Presentations:** Daily shows include the Coral Reef Dive and the Penguin Feeding, but there is so much more! Check kiosks in the lobby on the day of your visit, or visit the Daily Calendar on our website.
- » **Naturalist Center + Docents:** Visit the Naturalist Center on Level 3 from 11am-5pm to explore our collections and ask specific questions! Throughout the museum, our Docents wearing orange coats roam with specimens and carts.
- » **Safety & Security:** For lost children or first aid, head to the Security Office located near the Swamp or flag down the closest Security guard or Guest Experience staff on the public floor. We'll be sure you leave with smiling students. If your group requires limited or exclusive access to restroom facilities, please check in with Guest Experience staff upon arrival.
- » **Lunches:** We regret that storage for lunches is unavailable, so we suggest you bring lunches in backpacks or store them on the bus. We recommend eating lunch at tables in the East Garden or central Piazza.
- » **Re-entry:** If anyone in the group wishes to leave the building and re-enter, just have their hand stamped at the Guest Services Desk at the exit door. Students may not leave or enter the Academy without a teacher or chaperone.
- » **Group Expectations:** Chaperones should supervise students at all times. Be mindful of other guests.
- » **Other Services:** For lost and found items, go to the Coat Check in the Entrance Lobby. An ATM is also located there. Wheel-chairs are available on a first-come, first-served basis for those in need.

# School & Youth Group Admission Form



CALIFORNIA  
ACADEMY OF  
SCIENCES

Please print this page.

Give this completed form to a Guest Experience staff member to be admitted to the Academy.

## Group Information

School/Organization Name: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Teacher/Organizer Name(s): \_\_\_\_\_

Cell Phone Number while at the Academy: \_\_\_\_\_

How Did You Commute Here Today? \_\_\_\_\_

*For example: by bus, carpooling, public transit, walking...*

### Updated Attendance

How many people are in your party today? Actual headcount:

Students/Youth: \_\_\_\_\_

Adults: \_\_\_\_\_

Total: \_\_\_\_\_

*If you have more people in your group than in your reservation, you must pay the full price rate for them at the door.*

*We regret that refunds cannot be given if the headcount is lower than initially expected.*

### Acknowledgement of Understanding

#### School & Youth Group Guidelines

**I have read and understand the attached guidelines. I accept full responsibility for the safe and orderly conduct of my group. I understand that if we violate the behavior expectations we may be asked to leave the Academy.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Electric Company**

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