



Unfield Trip Resources PreK Unfield Trip Guide

Before

1. Schedule your Unfield Trip with an Amazeum Representative at reservations@amazeum.org. We recommend you eat lunch before or after your arrival time at Orchard's Park. You will receive a **confirmation letter** from Amazeum Reservations.
2. Schedule **transportation**.
3. Review resources:
 - **Watch** the Unfield Trip video
 - Share the **4 key points** with students and chaperones
 - Connect with our Unfield Trip Coordinator, Bailey Belanger, at bbelanger@amazeum.org to help you develop educational goals.
4. Connect with parents using the Amazeum [Parent Letter](#).
5. Organize students in **chaperone groups** (1:5) with the [Grouping Planner](#).
6. Identify a lead teacher for your Unfield Trip: upon arrival, the Amazeum will need a **head count** of total adults, a **head count** of total students, and any payment for students and adults in **one transaction**.

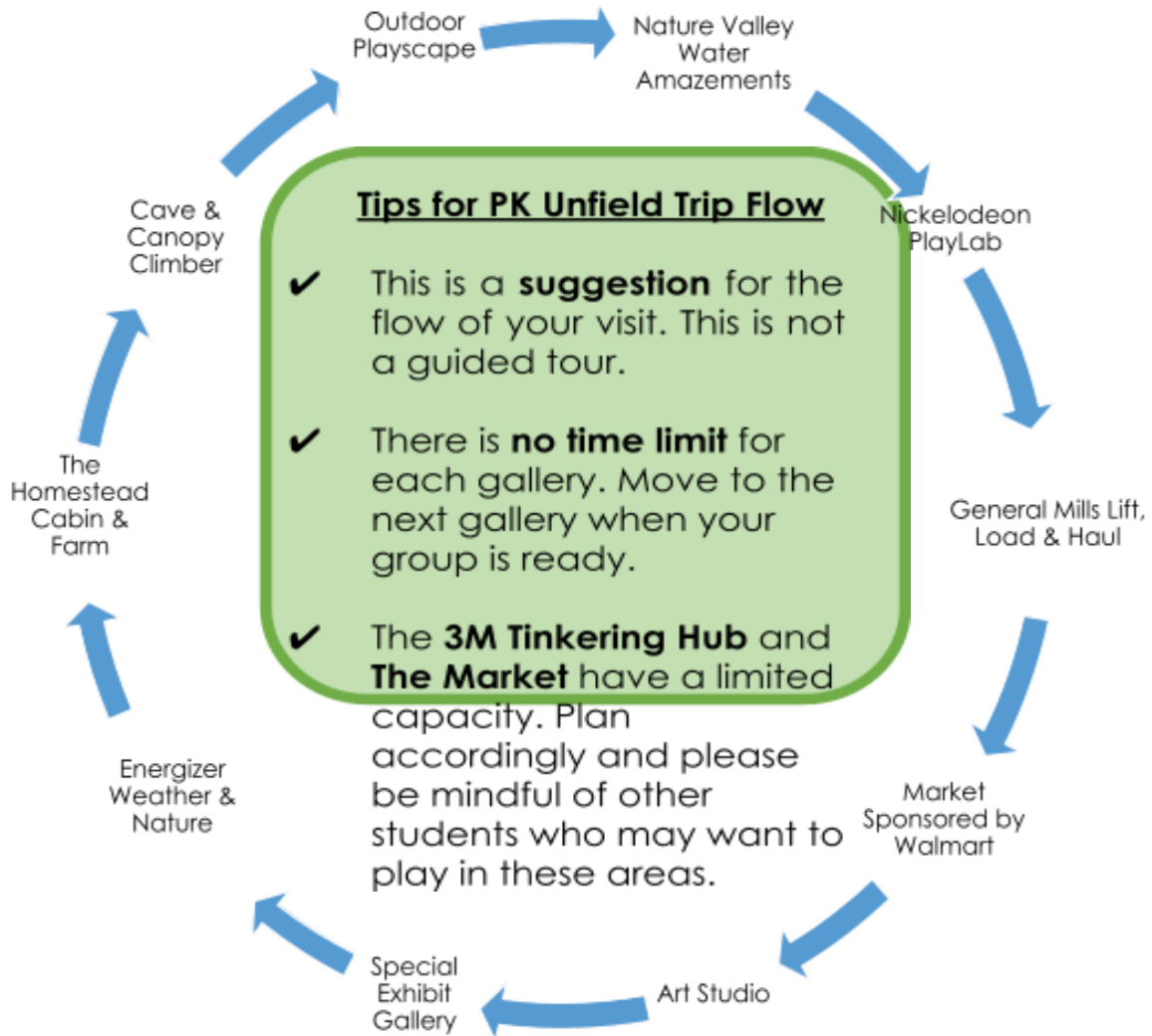
Arrival

1. Your bus will pull up to the **north side** of the Amazeum to unload and pick up students. After you have unloaded, bus drivers will park their buses at the nearby **Orchards Park**.
2. **Stay on the bus**; an Amazeum team member will greet you. **The students will stay on the bus** while the adults have an orientation. If needed, 1-3 adults can stay on the bus to watch the students.
3. Adult Orientation: an Amazeum team member will explain the **4 key points**, discuss the agenda, assign a departure spot, and designate adults to share the 4 key points with students on the bus.
4. The lead teacher will **check in** at admissions with the Unfield Trip Lead and will give payment, if needed.
5. Students will hear the 4 key points on the bus from an adult volunteer, unload, and **get into chaperoned groups outside**.
6. Communicate departure time to your bus drivers.
7. The Amazeum team will direct you inside, pair each group with an Amazeum team member, and each group will be taken to an exhibit area to begin your visit!

During

Explore the Amazeum remembering the 4 Key Points:

1. **Stay-Together, Play-Together**: Teachers will divide their students into smaller chaperone groups. Chaperones **must supervise their small groups at all times**.
2. **Gentle Touch**: This is a hands-on museum where we encourage as much interaction with our exhibits as possible. We ask that you **use a gentle touch** on exhibits and to **share with our younger guests**. Also, remember to use walking feet throughout the museum.
3. **Look for Us**: Please ask Amazeum team members to help deepen your experience. **This is not a guided tour**. We will have team members lead you in to start you off, but from there you are free to move at your own pace.
4. **Certain Areas Are Unavailable**: The Hershey's Lab Workshop is only available with a reservation before your Unfield Trip; There are clearly marked early learner spaces (inside and outside) that are just for families.



Departure

1. Meet at the assigned departure site (assigned during adult orientation).
2. An Amazeum team member will **lead you out through the lobby or the outside gate** to your buses.

After

1. Use the [Post-Visit Activities](#) in your classroom; lead a discussion about the trip.
2. Postcard reflections: You will receive a letter, postcards, and a return envelope from the Amazeum to reflect on your Unfield Trip; send them back to us so that we can continue to improve! Note: If you reserve an Unfield Trip for a late spring date, you may not receive postcards.