

## Field Trip Agreement with T/m

### Contact Information and Registration

Please send completed registration agreement to Museum Educator, Faith Ordonio, at [faithordonio@toyandminiaturemuseum.org](mailto:faithordonio@toyandminiaturemuseum.org).

In the case of inclement weather, The National Museum of Toys and Miniatures may close, and will update on our social media.

If your group is running late, please contact Visitor Services at (816) 235-8000 or [info@toyandminiaturemuseum.org](mailto:info@toyandminiaturemuseum.org).

### Payment and Cancellation

If booked two weeks in advance with 10+ individuals, your group qualifies for the group rate:

- Children 5 and under: Free
- Children 6-17: \$4
- Adults: \$8
- Seniors 65+: \$4
- Bus Drivers: Free

Payment is taken upon arrival. It is best to have a designated individual handle the transaction.

To adjust your booking, contact Museum Educator, Faith Ordonio, at (816) 235-8005 or [faithordonio@toyandminiaturemuseum.org](mailto:faithordonio@toyandminiaturemuseum.org). Please provide at least 48 hours notice in the case of rescheduling or cancellation.

Please note, all groups must have at least one adult chaperone for every 10 children.

### Accessibility

The museum is fully ADA accessible. Designated spaces are available in the museum parking lot for visitors with disabilities. ADA recognizes that service animals are welcome in the museum.

The museum is accessible to wheelchair guests as well as visitors who need to avoid stairs. An elevator is available to access the museum's second floor. Three wheelchairs are available free of charge at the coat room on a first-come, first-served basis. Advance reservations are not available.

Step stools, magnifying glasses, and an ADA-accessible restroom are available.

### Museum Store

The museum store features a variety of merchandise at a range of price points. We ask that school groups help us keep 5 or fewer students in the museum store at a time, with an adult chaperone present.

### Restrooms

To ensure that every visitor is welcomed and oriented, T/m requests that school groups wait to use the restrooms until after museum staff has given a brief introduction. There are restrooms on both floors of the museum. An ADA / family restroom is available on the first floor.

**Role of Teachers and Adult Supervisors**

We ask that teachers and adult chaperones always remain with their group and assist museum staff with keeping the group together for guided tours. There must be at least one adult chaperone for every 10 children.

**Cameras and Cell Phones**

Please take photos—with flash off. We encourage teachers to use photos of collection objects to support their lessons and curricular needs. If you must take a call, please do so in the museum lobby.

**Food and Drink**

Food and drink are prohibited in the galleries. Our coat closet is available to store water bottles.

**Discipline**

T/m does not anticipate disciplinary problems, but in the event they occur, it is the responsibility of the teacher to intervene. Please be advised that individuals who show disrespect to other visitors or the objects will be asked to leave.

**Injury/Illness**

In case of injury or illness, please notify front desk staff as soon as possible. There is a small first-aid kit at the front desk.

**Education Standards**

Your tour may be designed to meet specific curricular criteria.

Please see your tour of choice for more information on Missouri and Kansas standards. (This is only for social studies tours from the tour menu at this time).

**Visiting School & District Name:** \_\_\_\_\_

**Approximate Number of Students / Adult Chaperones:** \_\_\_\_\_

**Age Range or Grade of Students:** \_\_\_\_\_

**Visit Goal / Subject Reason for Visit:** \_\_\_\_\_

**Arrival / Departure Times:** \_\_\_\_\_

**Type / Number of Vehicles:** \_\_\_\_\_

**Does your group require any special accommodations?** \_\_\_\_\_

**Tour Selected (if applicable):** \_\_\_\_\_

I, the teacher / staff / administrator organizing this field trip, agree to the terms outlined above.

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