

Dear Parent/Guardian,

Thank you so much for volunteering to be a chaperone on our upcoming field trip to the Science Factory Children's Museum and Planetarium. Below are some tips on what you can do to help make the visit a fun and educational experience for the whole class. Please take the time to read the list, as knowing this information will help you to be prepared.

- Though the Science Factory is a fun place, it is also an educational environment, so please make sure the campers are following the rules during their visit. The Science Factory asks that students **respect themselves** (students do not run or act in ways that could potentially cause harm to themselves or others while in the exhibit hall), **respect others** (each student waits their turn at the exhibits and is not excessively loud), and **respect the equipment** (students are gentle with the exhibits and use them in the way they are supposed to be used).
- Try to familiarize yourself with the museum before our field trip so you will be better prepared to help supervise the students. If you have never been to the Science Factory before, visit their website, www.sciencefactory.org, for information on their current exhibit and the museum in general.
- Since we want our field trip to be an educational experience for our students, you can help keep students focused on learning by regularly asking them questions such as:
 - "What is happening in this exhibit? What do you see?"
 - "Why did the exhibit do that? How did that happen? If you don't know, take a guess."
 - "How do you know that?"
- The Science Factory staff is always willing to answer any questions you may have. Please feel free to use them as a resource during the field trip.

Thank you again for volunteering your time as a chaperone. I look forward to working with you to make this a great experience for our students.

Sincerely,