



# DISCOVERY STATION'S FIELD TRIP GUIDE



**2019-2020**

# Frequently Asked Questions

## General Questions About Visiting Discovery Station

### **What are the costs?**

Discovery Station group visits and field trips require a minimum of 10 people and a maximum of 100 people per tour. All field trips must be conducted during normal operating hours; not exceeding a 2.5-hour maximum trip visit.

### **Discounted Rate(s) for groups of 10 or more that are prebooked:**

Teacher(s)/Group leader • No Charge

Student/Youth Group members 6-17 (each) • \$4.00

Chaperones (each) • \$6.00

Adult Group members (each) • \$6.00

*Advance reservation is required to qualify for group rates and all reservations must be booked and confirmed via email/phone by the Director of Operations at least two weeks prior to the visitation date.*

### **Do you provide guided tours?**

No. We encourage you to experience the museum through self-exploration.

### **What should I do upon arrival?**

Due to limited parking in Downtown Hagerstown, you may unload your students at our front entrance on W. Washington Street. The bus driver(s) may park their bus(es) in the parking lot at the Herald-Mail building off of Summit Avenue. Upon entering the museum, museum staff will go over the museum rules with the students while a lead teacher signs-in and pays for the field trip. Children will then be split-up into pre-designated groups as assigned by the teacher and will be sent to different areas of the museum to begin their field trip. After that, students will move as groups throughout the museum at their own pace. Any bagged lunches will be brought up to the cafe by the museum staff.

### **Is a deposit required? What are the accepted payment methods? Who should I make the check out to?**

No deposits are needed. All payments are due on the date of arrival. Payments can be made in the form of cash, credit, or a check made out to Discovery Station. Groups or schools who plan on using a purchase order or requesting an invoice must do so at the time of their reservation - not on the day of their visit.

### **Can teachers preview the museum before their group visits?**

Yes. All teachers who pre-book a field trip are encouraged to visit the museum free of charge to best plan their visit. Teachers must bring their school ID and their printed field trip confirmation email.



# Trip Tips for Teachers

- Provide several challenges for students to meet during their visit
- Create questions that require students to read, manipulate, observe, and interact with exhibits.
- Prepare your chaperones with trip information such as any schedules or agendas, as well as copies of the Chaperone Guide and Museum Rules found in this packet.
- Include all parents of students attending in your chaperone count even if they did not accompany you on the bus.
- Unless specifically agreed upon by the Director of Operations, all field trips and group trips must have the proper number of chaperones (one adult per five students).
- Make sure your students are easily identifiable to your chaperones and our staff. There can be more than one field trip attending Discovery Station on the day of your visit. If possible, have your students wear the same color shirts or shirts with your logo on them. Many schools choose to use adhesive name badges to identify their students.

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## Trip Tips for Your Students

- Prepare a schedule for the field trip. This should include arrival and departure times, as well as when and where lunch is to be eaten. Keep in mind that the lunchroom is on the museum's second floor and it is easiest to transport food items to the cafe if they are in totes or rolling containers. Please label each lunch with the student's name. The cafe can only seat up to 32 people. Large groups will need to schedule shifts.
- Remind your students that each is a representative of the school and needs to behave appropriately while visiting Discovery Station.
- Inform your students that each must stay with his or her chaperone at all times.

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## Trip Tips for Your Chaperones

- Know how many students are in your group and do a head count regularly, especially when moving from one exhibit area to the next.
- Know the name of each student in your group.
- Engage your students as you walk through each exhibit. Encourage them to interact with exhibit features.
- Chaperones are required to stay with their groups at all times. Chaperones are responsible for APPROPRIATE BEHAVIOR of all students in their group
- Groups exhibiting inappropriate behavior or groups that cause damage to exhibits, will be asked to leave Discovery Station without a refund.

# Lunch Tips for Teachers

- Outside food and beverages are only permitted in Discovery Station's Explorer Cafe.
- Visitors are permitted to use the Explorer Cafe on a first-come, first-serve basis.
- If your group wishes to reserve the cafe space to eat bagged lunches, please note so on the online field trip reservation form.
- The explorer cafe can seat up to 32 people at a time. If your group is larger than 32 people, please schedule shifts prior to arriving at the museum. Please allow 30 minutes per shift for students to eat.
- Discovery Station does not have on-site refrigerators, stoves or microwaves to store or cook food.
- Discovery Station is volunteer-run. We ask that groups to be responsible and courteous in the Explorer Cafe. Please make sure that all trash is thrown in the trash can and not left on tables. Beverages should be emptied out in the Cafe sink prior to being thrown away. Chairs should be pushed in and if possible, tables should be wiped clean using the cleaning wipes located by the Cafe sink.

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## Core Exhibits

### Discovery Town

Discovery Town focuses on socio-emotional development, personal health and safety, cognitive development and motor skills. By focusing on these areas of early childhood development within the framework of this exhibit, Discovery Station hopes to assist families with school readiness.

This exhibit features a doctor's office, a veterinarian office, a dentist office, a fire department, a playground and sensory room. There is also be a Thomas Powell Construction Corner and a town helpers dress-up area.

### STEAM Machine Art Room

This hands-on exhibit encompasses numerous STEAM (Science, Technology, Engineering, ART, & Math) principles and focuses on stimulating creativity in the minds of our visitors.

In this exhibit, children can make their own crafts from recycled materials in the CRAFTERSPACE. They can draw on our chalkboard and whiteboard walls. There is an ARTSPACE where Makerspace meets art. They can paint too! We even have an adult coloring space for parents!

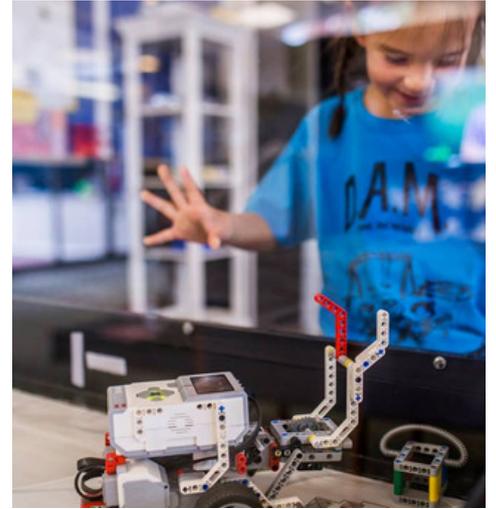


# Core Exhibits

## LEGO Robotics

This exhibit highlights the importance of STEM literacy through comprehensive hands-on learning elements that specialize in the four disciplines of science, technology, engineering and mathematics.

The exhibit contains three sections. The first section focuses on the construction and programming of LEGO® MINDSTORMS® Education EV3s. The second section features two LEGO® MINDSTORMS® Education EV3 Arena Challenges, where visitors can compete against one another. Finally, the third section focuses on the real world application of robotics.



## Sustainability Exhibit

This hands-on exhibit allows visitors to explore the impact of applying renewable energy practices to their daily lives while enabling them to become the sustainable practitioners of the future.



## Imagination Station

This is a fun reading room that encourages family engagement in literacy. It approaches learning elements for pre-readers through early middle school.



# Museum Rules

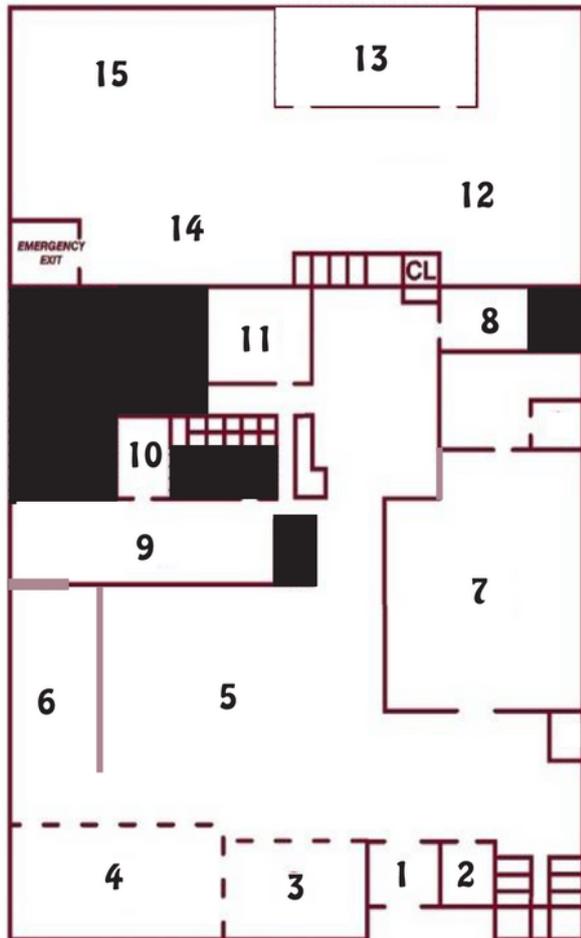
- Children must remain with their chaperones in pre-assigned groups at all times.
- Do not run in the museum. Please walk at all times.
- Use indoor voices at all times, so that other visitors may have the chance to enjoy the exhibits too.
- Please respect museum property and handle each exhibit feature with care.
- Share and take turns with each interactive piece.

## Treasure Gift Shop

- The Treasure Gift Shop is available to field trips during their visit. It is filled with educational STEAM toys and goodies. Students may shop during their field trip while accompanied by their chaperone. Due to the size of the Treasure Gift Shop, we ask that during field trips only one group of students shop at a time.

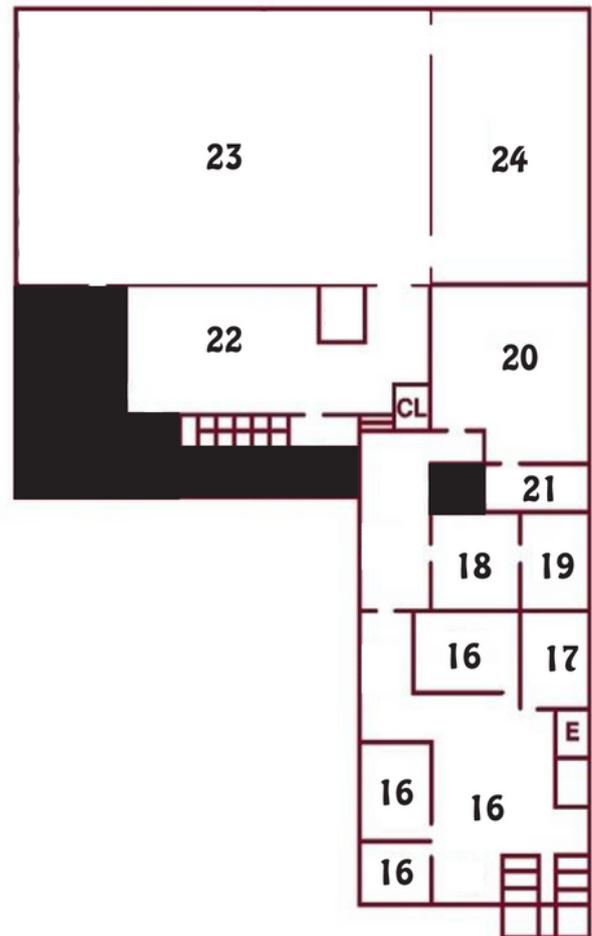


# Discovery Station at Hagerstown, Inc.



**First Floor**

1. Main Entrance
2. Admission Counter
3. Treasure Gift Shop
4. Mars One and Space Exhibit
5. Nora Roberts Gallery  
LEGO Robotics Exhibit
6. Sustainability Exhibit
7. Discovery Town
8. Family Accessible Restroom
9. Boonsboro High School Japanese Exhibit
10. Washington County Public Schools India Exhibit
11. Dinosaur Exhibit
12. Titanic Exhibit
13. Builder's Nook
14. Kinetic and Potential Energy - Race Car Exhibit
15. Volvo-Mack / Fairchild Aviation Exhibit



**Second Floor**

16. Civil War Exhibit
17. Round House Train Exhibit
18. Baseball Exhibit
19. Men's Restroom
20. Imagination Station
21. Women's Restroom
22. Grocery Store
23. STEAM Machine Art Room  
(CLOSING AT 3 P.M. EACH DAY)
24. Explorer Cafe  
Wesel Sister City Display

- E - Elevator  
 CL - Chair Lift  
 ■ - Staff Areas Only