



Checklist for Your Discover-It-Yourself Visit to the Bay Area Discovery Museum

We are excited for your visit to the Bay Area Discovery Museum! Here is a checklist to help you plan for your visit.

When you receive this email:

- Review your date to make sure that there are no scheduling conflicts.
- Pay for your deposit.
- Plan/book transportation for your group.
- Send home family letters and start recruiting chaperones. BADM requires all groups to maintain a minimum supervisory ration of one adult for every five students.
- Review and familiarize yourself with our policies (see below).

Before your visit:

- Confirm that you have at least 1 adult for every 5 students.
- Arrange to bring students' lunches (but not backpacks).
- Remind families about appropriate dress for children, in layers that can get messy.
- Fill out and make copies of bus/chaperone driver directions.
- Send home chaperone letters.

Day of your visit:

- Make sure that all teachers have emergency contact information for each child in their group.
- Make sure that one contact person has the final count of students and adults for the entire group.
- Put nametags on your students.
- Give copies of directions to chaperone/bus drivers.
- Assign each adult chaperone a group of no more than 5 students to supervise.
- Prepare to make any additional payments needed.



Bay Area
Discovery
Museum

Bay Area Discovery Museum School Program Policies

Required Adult to Child Ratio

The Bay Area Discovery Museum requires all school groups to maintain a minimum supervisory ratio of one adult for every five children at all times. We reserve the right to turn away visitors who do not comply with this 1:5 adult to child ratio. When you arrive you will be asked to split into smaller groups of no more than 5 students while exploring BADM.

To minimize confusion, all adults and siblings visiting with your students must be counted and paid for as part of your group's total, whether they are school chaperones or not. DO NOT ask adults to pay for themselves when they arrive. Adults who try to pay separately will be asked to check in with their teacher.

BADM staff are not responsible for the children in your group. Your staff is responsible for having access to emergency contact information for each child in your group.

Deposit and Balance

A \$50 deposit is required within 30 days of receiving confirmation for your visit, and is applied to the total cost of your program.

Payment of the balance for your program is due no later than the day of the event. We understand that numbers of student and adult participants change, so we update your balance on the day of your program. Failure to pay the balance by the day of your visit will result in a \$50 late fee.

Payment

Payment of your deposit or full balance can be made by credit card or check.

Credit Card: Credit card payments can be made over the phone at 415 339 3936. At this time, we cannot accept credit card payments online.

Check: Checks can be made out to the Bay Area Discovery Museum. Be sure to include your visit date and school name in the notes section. Mail checks to:

Attn: School Visits
Bay Area Discovery Museum
557 McReynolds Road
Sausalito, CA 94965

We do not accept cash payments or purchase orders. BADM memberships, passes, coupons, groupings, or other discounted tickets will also not be accepted for school programs.

Cancelling and Rescheduling

Cancellations must be made more than 30 days in advance to receive a full refund. Fees will be applied for events cancelled less than 30 days in advance or for visits rescheduled within 14 days of the program date. Cancellations made less than 14 days in advance will be charged the full amount.

Timed Entry and Departure

All school visits are scheduled to enter and depart the site at a specific time in order to maintain a museum-wide experience capacity. While we will do our best to accommodate unanticipated circumstances, early entry and late departures cannot be guaranteed.

Our mission is to transform research into early learning experiences that inspire creative problem solving.

Fort Baker, 557 McReynolds Road, Sausalito, CA 94965 / (415) 339-3900 / f (415) 339-3901 / BayAreaDiscoveryMuseum.org