



## Field Trip Checklist 2025-26

We're looking forward to your group's visit to the Science Center of Iowa! Following this checklist will help you plan for your visit, know what to expect, and answer some of our most frequently asked questions.

### Pre-Visit

- ☐ **Complete Group Visit Booking Form found [here](#).** An itinerary and invoice will be emailed with the visit confirmation. Your reservation is not confirmed until you receive this email. The itinerary will have times and locations for lunch, program and labs (if applicable). If you do not receive it, please check your SPAM folders.
- ☐ **Make any final attendance adjustments** at least two weeks prior to your visit. Changes can be made using [this form](#). No downward adjustments will be made on visit day.
- ☐ **Chaperones** will be charged a discounted entrance fee of \$15 upon arrival. Please notify chaperones of this fee prior to your visit, SCI members are free.
- ☐ **Pre-payment may be made by check, credit card or cash. We DO NOT accept purchase orders.** If your organization uses purchase orders, please use the invoice sent with your confirmation to request a check prior to your visit.
- ☐ **Make a visit plan.** It is recommended that group leaders break their students into smaller groups and create a self-guided, rotating schedule through the [permanent exhibits](#). Smaller groups will allow for a better experience in each exhibit.

### Arrival

- ☐ **Park in the bus lane** upon arrival located on the front, east side of the building. During school year visits, members of our staff will direct the driver for parking and do a brief orientation on the bus prior to entering the Science Center. Parking is limited and drivers may be directed to park offsite. If offsite parking is necessary, groups may unload first. Smaller school vehicles may park in the SCI parking ramp and we will issue you a parking validation pass upon request. Parking registration is required for validation. Registration signs are posted throughout the parking ramp. Lunch carts will be provided for groups that made a lunch reservation.
- ☐ **Group Leaders are asked to check in at the front desk** prior to bringing in the group, to make final payment and get any final directions.
- ☐ **Payment is due upon arrival**, unless pre-payment arrangements have been made. We accept checks, credit cards and cash. We DO NOT accept purchase orders.
- ☐ **Group Organization** – it is recommended to have a system of organizing your students (i.e. everyone wearing the same tee shirt). Wristbands will be provided upon request.
- ☐ **Break students into smaller groups** before entering or in Founder's Hall (located on the back side of the Visitors Service desk) to avoid congestion in the main lobby.

## Visit

- **Tuesday Visits:** An itinerary will be emailed with the visit confirmation. This will have lunch, program and lab times and locations (if applicable). Schedules will also be posted on monitors throughout the building.
- **Wednesday and Thursday Visits:** Group visitors will follow [public programming](#). The public programming schedule (subject to change) will be posted approximately two weeks prior to your visit. Lunch and Innovation Lab times and locations, if applicable, will be sent with your confirmation.
- **Chaperones:** A 1:10 adult to student ratio is requested. To guarantee a safe and memorable experience, chaperones must remain with their group throughout the visit, ensuring a fun and secure learning journey for all students.
- **The remainder of the visit time is for self-guided Science Center exploration.** It is recommended that students be broken up into smaller groups and follow a rotating schedule through the [permanent exhibits](#).
- **Lunch space** that was reserved will be included in your itinerary. Groups that **did not** reserve lunch space **may not** eat in common areas inside the Science Center as this creates traffic flow and maintenance issues that affects all of our visitors.
- **Remind students of appropriate behavior:**
  - \*No running or jumping
  - \*No playing on the escalator/elevator
  - \*Use indoor voices
  - \*Respectful of the facility and exhibits

## Departure

- **Check Lost and Found.** We have a lost and found bin located at our front desk. Please check before leaving. We keep items for one week; after that time, they are donated. If your group had lunch at SCI, your carts will be returned to the front for pickup.



## Chaperone Information

Thank you for visiting SCI with your student! The following information will help you navigate your visit and hopefully answer many questions.

- **Chaperone fee:** \$15 and payable upon entry. If you are a member, please present your digital membership card and photo ID upon arrival for free admission.
- **Parking:** We have a parking ramp directly across the street from SCI. It is \$4 for the first hour and \$1 for each additional hour. Vehicle owners are required to register their car with our parking vendor, AirGarage, before entering the Science Center or they could be subject to a parking ticket. Signs are posted throughout the garage with instructions. Visitors may also text 515.375.5444 or visit [pay.airgarage.com](http://pay.airgarage.com) to register their vehicles for parking upon arrival in the parking ramp.
- **Responsibilities:**
  - Follow your group's schedule and be on time for program and lunch times
  - Stay with your group
  - Assist in case of a student emergency
  - Assure students are following the rules:
    - NO running and use indoor voices
    - Ride the escalator UP. Do not let students play on the escalator.
    - Food and drink should be consumed in the designated areas. **No Food or drink (except water)** is allowed in the exhibits or theaters.
    - Treat the facility with care. Encourage students to clean up after they visit an exhibit so others may enjoy the experience
- **Engage:** Ask open ended questions to help students connect science and learning.
  - Why do you think this is happening?
  - How could you re-create this at home?
  - What did you learn from this activity?
  - What would happen if you did it differently?



## Sample Field Trip Schedule

This is a sample schedule groups may use to plan their field trip to SCI. Please use your group's itinerary to plan your visit. Smaller groups allow for more engagement in our exhibits.

**\*\*Please note: *Small Discoveries*** is intended for children 8 years old or younger. If you are bringing older students, please extend your visit time in *Brick by Brick* and *When Things Get Moving*.

Group Number	9:30-10:00am	10:00-10:30am	10:30-11:00am	11:00-11:20am	11:20am-12:00pm	12:00-12:30pm	12:30-1:00pm
Group 1	What on Earth?	Program	Small Discoveries	Lunch	When Things Get Moving	Small Discoveries	Brick by Brick/Makers
Groups 2	Small Discoveries	Program	What on Earth?	Lunch	Brick by Brick/Makers	When Things Get Moving	Why the Sky?
Group 3	Brick by Brick/Makers	Program	Small Discoveries	Lunch	What on Earth?	Why the Sky?	When Things Get Moving
Group 4	When Things Get Moving	Program	Why The Sky?	Lunch	Small Discoveries	Brick By Brick/Makers	What on Earth?
Group 5	What on Earth?	Program	When Things Get Moving	Lunch	Why The Sky?	What on Earth?	Small Discoveries