

*Read and share this document with all of your teachers, chaperones, aides, and students.
Organized and prepared groups check in faster and have more time to PLAY!*

Bus-Drop Off and Check-in

1. Driving directions and a bus drop-off map can be found at www.museumofplay.org. Museum staff will instruct buses where to park when they arrive.
2. Do not exit the bus until a museum staff member instructs you to do so.
3. Museum staff will escort your group to a security checkpoint then to a group orientation area. All bags are subject to security screening.
4. Museum staff will provide carts to store your lunches and coats.
5. Groups typically arrive in 15-minute time slots. If you arrive earlier than your scheduled time, you may need to wait while we check in other groups.
6. Your onsite group coordinator should identify themselves to museum staff so they can confirm the final quantity of teachers/chaperones and students present for your visit.

Chaperones

1. If your group has chaperones driving separately, they should:
 - a. Purchase a ticket online, check-in at the podiums, then wait in the group orientation area (sit at the benches past the pillar to the right of the orange staircase).
 - b. Or, if they are members, check-in with their membership card at the podiums, then wait in the group orientation area (sit at the benches past the pillar to the right of the orange staircase).
2. *Do not block the walkway for other guests visiting the museum!*

Designated Meeting Points

1. If your group has booked an Enrichment/School Lesson or lunch, you will meet at the following places 5 minutes before the time indicated on your invoice. If you arrive late, your lesson or lunch may be shortened.
 - o Enrichment/School Lesson: Adams Atrium (Level 1) in front of the oval multicolored window.
 - o Lunch: Rainbow Reef Fish Tank (Level 1).
2. When it is time for your group to leave, carts with your bags and coats will be placed at the exit doors leading to the buses. Please collect all of your belongings.

Museum Rules

1. No running! Use walking feet at all times.
2. Children must remain with their assigned adult at all times. Students 16 years of age and older may explore independently (if permitted by your school/group policy).
3. For large groups visiting *Super Kids Market*, please visit the exhibit in smaller groups of ten. Students should shop for five items only and all items must be returned to their original shelf prior to leaving the exhibit.