

IVC COSI Field Trips

Group Leader Promise Statement



Dear Group Leader:

Thank you for reserving your field trip with COSI! Before you bring your students to COSI, please take a moment to read the following statement, and sign and date on the lines below. **Bring the signed promise statement with you on the day of your visit and present it to the box office associate at COSI's Group Check-In when you arrive.**

PROMISE STATEMENT

COSI is a dynamic learning environment open to diverse audiences, including other groups, families, and individuals. We strive to do our best to accommodate a variety of learning styles, including visual, auditory, kinesthetic and sequential learners. My group members are prepared to courteously share this environment with all learners. My group members are prepared for their COSI experience by knowing their schedule and understanding the COSI rules:

- My students must stay with their designated chaperones
- My group must observe the COSI speed limit – walk, don't run
- There is no food or drink allowed in the exhibition areas
- COSI is a gum-free environment
- Smoking is only permitted in designated smoking areas
- COSI is a weapon-free zone

COSI Code of Conduct

COSI is a participative, hands-on environment. We invite you to use the exhibits actively, but with respect. Disruptive behavior, vandalism, misuse of exhibits or the building is not welcome and will not be tolerated. Guests who present a danger to other guests, or to COSI, will be promptly removed from the premises without warning or refund.

IMPORTANT Photo Release Information

A COSI photographer may be taking photos for COSI's use in future printed materials, such as brochures, promotions, publicity, etc. If you have students that cannot be photographed for any reason, please inform their group leader to instruct them to avoid the photographer.

I have read and understood the COSI Code of Conduct and Photo Release Information (above). If one of my group members is found to be in violation of the COSI Code of Conduct, COSI reserves the right to remove the entire group from the premises. COSI assumes no responsibility for covering the group's incurred expenses (including transportation and admission to COSI). In addition, the organization's administrator (i.e., school principal, camp director) will be notified of the violation.

Signed: _____ Date: _____
Group Name: _____ Contact Phone # for Day: _____

COSI has created an important packet of information to help you plan a successful field trip. To view the complete field trip packet, please visit <http://www.cosi.org/educators/field-trips>

IVC GROUP LEADER PRE-VISIT CHECKLIST



Follow these steps to expedite your Arrival Process.

COSI has created these materials to help you plan an outstanding COSI field trip. If you have any questions or if the COSI Team can be of assistance in planning your field trip, give us a call at 614.228.2674 or 1.888.819.2674.

As Soon As Possible:

- ☐ Look over your kit of hands-on materials, reading the Teacher's Guide in detail.
- ☐ Contact videoconferencing@mail.cosi.org if you have any questions about your program.
- ☐ Review your invoice for accuracy.
- ☐ Please contact COSI at least one month prior to your visit date to make any number changes or cancellations. You will only be charged for the number of participants that you bring, but we do request that you update us at least one month in advance with your final numbers. Payment is due upon arrival in one lump sum consolidated payment.

A Few Days Before Your Visit:

- ☐ Review the COSI Code of Conduct with your group, and make sure that group members are aware of COSI's rules (as listed on the Group Leader Promise Statement).
- ☐ Distribute the Chaperone Guide (attached) to chaperones and other adult group leaders.
- ☐ Share your expectations regarding educational goals with your group members and chaperones.
- ☐ Divide group members into smaller groups and assign chaperones. COSI recommends groups no larger than 10:1 for middle and high school age group members (i.e., ten students per one adult chaperone).
- ☐ Decide if your group will be permitted to bring money on the field trip for snacks and souvenirs; inform group.
- ☐ Gather boxes or bins to transport lunches. Clearly label them with group name and leader name.

Before Leaving for COSI on the Day of the Trip:

- ☐ Remind chaperones and group members of your expectations (i.e., behavior and educational goals).
- ☐ Distribute student booklets to all group members.
- ☐ Count your students, teachers, and chaperones. Write down the count so that you can give COSI an accurate attendance breakdown upon check-in.
- ☐ Plan to arrive at least 30 minutes before your program is scheduled to start.

Upon Arrival at COSI:

- ☐ Bus riders: Groups arriving **before 10:00 am** should disembark and enter the building at COSI's West Side entrance (Belle Street). Groups arriving **after 10:00 am** should pull up at COSI's East Side entrance (Washington Boulevard), and stay on the bus until greeted by a COSI Team Member. If a greeter is not present, please have your group leader come to the Group Check-In line at the Box Office.
- ☐ Car/Van Riders: Park in the West side lots and bring your group (and lunches) into COSI's Atrium. There is a \$5 per vehicle charge to park.
- ☐ The Group Leader will go to the Group Check-In line at the COSI Box Office. (This will happen after the program if your program starts before 10:00am.)
When checking in at the West Box Office the Group leader should have:
 - A signed copy of the promise statement.
 - An accurate group count, including children, chaperones, and teachers.
 - Payment in one lump sum (i.e., check, credit card, cash, or purchase order) for your group. Payments from individual students or families cannot be accepted.

PLEASE NOTE – groups reserved for COSI's general exhibition areas will receive wristbands at check-in.
- ☐ Store lunches in designated lunch area – COSI Team will direct you.
- ☐ Make sure everyone knows show, movie, lunch, and departure times.
- ☐ **HAVE FUN!**

IVC CHAPERONE GUIDE

For everyone's safety and enjoyment please remember:

- You are ambassadors of your group. Group leaders and chaperones are in charge of their groups at all times and are responsible for the behavior of group members. Children and students (through grade 12) must stay with their designated chaperones.
- Guests must observe the COSI speed limit – walk, don't run.
- Group members should talk in a regular voice and handle all exhibits with care.
- COSI is a gum-free environment. Food and drink are not permitted in the exhibition areas.
- Smoking is only permitted in designated smoking areas.
- COSI is a weapon-free zone.
- All group members must adhere to COSI's Code of Conduct: *COSI is a participative, hands-on environment. We invite you to learn while having fun and to use the exhibits actively, but with respect. Disruptive behavior, any forms of threats of violence, vandalism, misuse of exhibits or the building, is not welcome and will not be tolerated. Weapons of any kind are not allowed on our property. Guests who present a danger to other guests or to COSI are subject to removal from the building without warning or refund.*

Emergency Situations and Other Assistance:

Every COSI Team Member is trained to handle challenges and will assist you with any special needs (e.g., lost and found, first aid, missing adults/children) that may arise during your field trip. Please instruct group members to seek out a COSI Team Member if they need assistance.

Arrival: If you discover that you will be late for any reason, please call 614.228.2674 or 888.819.2674.

- ❑ **Bus Riders:** Groups arriving **before 10:00 am** should disembark and enter the building at COSI's West Side entrance (Belle Street). Groups arriving **after 10:00 am** should pull up at COSI's East Side entrance (Washington Boulevard), and stay on the bus until greeted by a COSI Team Member. If a greeter is not present, please have your group leader come to the Group Check line at the Box Office.
- ❑ **Car/Van Riders:** Park and bring your group (and lunches, if applicable) into COSI's Atrium. Parking will be \$5 per vehicle, cash only. A COSI Team Member will greet you inside COSI – please follow the greeter's directions to ensure a smooth arrival process.
- ❑ To save time, we suggest leaving coats and other personal items in your bus/vehicle, but only if the bus/vehicle can be locked. Lockers are available inside COSI for securing items; each locker can hold several coats, and costs 50 cents (two quarters) per locker, per use. COSI is not responsible for the security of coats and other articles on buses, in cars or vans, or inside COSI.
- ❑ If your group is staying to explore COSI, make sure you receive your admission wristband and confirm the following with your group leader:
 - Your assigned lunch area and time (if eating lunch at COSI)
 - Show, workshop or movie times and locations
 - Your designated departure time and meeting location
- ❑ If you have a COSI workshop scheduled, remember that COSI workshop activities are for adults, too. It is important that adults participate—it sets a great example and helps keep students on task and focused.

Departure:

- ❑ Gather all belongings.
- ❑ Meet at a designated time and location.
- ❑ Take a head count at least twice.
- ❑ Have a safe trip home!

Parking and Drop-Off Information

COSI is located at 333 West Broad Street, Columbus, OH 43215. For directions, check out COSI's website or your favorite web mapping program.

Groups coming to COSI by BUS:

Drivers can obtain a bus parking pass and directions to the bus lot from a COSI Team member upon arrival. The fee to park a bus is \$10, which will be added to your group reservation.

❑ **Groups Arriving BEFORE 10:00 AM**

COSI doesn't officially open until 10:00 AM so if you are scheduled for a program that begins before that time, please enter the "Drop-off/Pick-up" area via the South driveway on **Belle Street** (COSI's West side/parking lot side). Unload your students and send them into COSI's main entrance.

❑ **Groups Arriving AFTER 10:00 AM**

Please come to the COSI bus drop-off area located on **Washington Boulevard**, which runs between COSI's East side and the Scioto River. (Occasionally the City of Columbus closes Washington Boulevard to traffic. On these dates buses should go to Belle Street [on COSI's West side] and enter the South driveway for drop off.) **Stay on the bus and wait to be greeted by a COSI Team Member.** Please follow the greeter's directions to ensure a smooth arrival process. If a greeter is not present, please have your group leader come to the Group Check In line at the West Box Office.

Accessibility

While the East entrance has a small elevator to accommodate individuals with mobility needs, groups with *many* such needs are encouraged to use COSI's West entrance. To use the West entrance, buses should go to Belle Street (on COSI's West side) and enter the South driveway for drop-off.

Groups coming to COSI by CAR or VAN:

Parking for cars and vans is available on the West side of COSI. Enter the parking areas from Belle Street.

Guests can enter COSI through the West entrance on level one. Cost for car parking is approximately \$5 for each vehicle (cash only). COSI is not responsible for loss or damage to vehicle or contents. Please keep valuables out of sight and your vehicle locked at all times.

In Case of Inclement Weather:

In the event of inclement weather in the Columbus area please call 614-228-2674 anytime after 7:00am for information about COSI's operating status. During extreme weather COSI may delay its opening or close for the entire day. If you suspect the weather conditions might warrant a building closure, please check with COSI before you come.