



Field Trip Policies

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Registration:

Field trips can be booked online at <http://www.homewoodsciencecenter.org/bookafieldtrip>

The maximum number of students allowed for each Field Trip session is 60. Field trips Groups should arrive 10 minutes in advance to accommodate check-in. Bus drop off is at the north side of Homewood Science Center at 18022 Dixie Hwy, Homewood, IL.

Payment:

A deposit of \$100 is required to secure each field trip. If you book multiple field trips, the deposit amount is \$100 *per field trip*. The deposit will be applied to the balance due of the field trip. You may pay via credit card when completing the online registration. All deposits are non-refundable but may be applied to a future program if you cancel your visit. An invoice for the balance will be emailed to the contact person 30 days prior to the field trip and the balance will be due on the day of the field trip. Failure to submit payment, or make payment arrangements, may result in the release of your reservation.

Chaperones:

Homewood Science Center requires 2 teachers and 4 chaperones for the field trip. It is very important that chaperones interact with the children as they learn the design process and create their roller coasters. In this way, the interactive experience is more meaningful for the student and the chaperone.

Cancellation:

Field trips are non-refundable if cancelled less than 72 hours before the scheduled Field Trip date. Cancellation must be made in person or arranged over the phone, and confirmed by Homewood Science Center. If cancelled more than 72 hours prior

to the field trip, the deposit may be applied to a future date. In the event of inclement weather which will affect transportation to our facility, Homewood Science Center will work diligently to reschedule.

Food:

At this time, Homewood Science Center does not have indoor facilities for lunch, even in the case of inclement weather. All food and beverages must be enjoyed outside of our facility. Irwin Park is just down Ridge Road and is suitable for groups to use for eating lunch or other activities.

Photography:

There is a possibility that photos/videos may be taken by Homewood Science Center staff or volunteers for media purposes. Please notify all parents of participating children of this possible occurrence. Homewood Science Center must be provided with the names of any children who should be restricted from appearance in any photos or videos.



Thank you for booking a field trip at Homewood Science Center! We look forward to welcoming your staff and students. Please contact our Field Trip Coordinator Kimberly Mitchell with any questions kmitchell@homewoodsciencecenter.org.

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