

Making the most of your field trip



About The Tech Interactive

Why take a field trip to The Tech Interactive? Bringing your students to The Interactive guarantees them a day of imaginative, immersive scientific learning that reinforces national and state standards. Plus, our exhibits, labs and films can help them recover critical STEM skills that were delayed due to the pandemic.

Listen to what educators have said:

"I knew the one field trip we would take this year had to be here. Our kids love science and I want them to feel inspired to learn more about the scientific process."
— Eloina Trujillo, 6th grade teacher"

"I have always had wonderful experiences with The Tech labs and I really love giving my students the chance to experiment with their hands."
— Kathleen Ogg, 4th grade teacher

"I really didn't know what to expect and this was really awesome!!! The kids were really into it! I can't wait to bring more kids next year! :)"
— Denise Cobian-Sanchez, high school science teacher

"We are so grateful to be back at The Tech Interactive. Thank you for all the safety procedures and for the welcoming, knowledgeable staff. Staff were also very easy to work with and started off our experience in a positive, professional, can do way. Thanks for flexibility and creativity in making this field trip happen so quickly and seamlessly."
— Alice Williams, 3rd grade teacher

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Checklist for a Successful Field Trip

This checklist and timetable will guide you through the process and make this a successful experience for you and your students.

At least two months prior to your desired date:

- Coordinate with your colleagues to research and choose your Tech Interactive experiences. See Field Trip Options on page 2 or thetech.org/fieldtrips for full details.
 - Because some dates may already be at capacity, choose three potential dates for your field trip. Field trips are available Tuesday through Friday starting at 9 a.m. from late September through the first week of June. **Field trip requests must be submitted to The Tech Interactive via our online application.** A Group Reservations Specialist will follow up within four business days to confirm details and accept payment. We no longer take field trip requests by phone.

At least 6 weeks prior to your desired date:

- Arrange transportation to the Interactive. Options: thetech.org/field-trip-transportation
- Complete payment. Payment will not be accepted on the date of your visit.
- Begin recruiting chaperones. One chaperone is required for every eight students.

Three weeks before your field trip

- Review pre-visit activities if you are attending a [Science Lab](#) or [Innovation Lab](#).
- Confirm your transportation plans, especially if you are using a bus company.
- Make sure you have paid for your trip.

One week before your field trip

- Prepare a Chaperone Information Sheet for each of your chaperones (see page 14).
- Prepare name tags that have student and school names.
- Review the Student Behavior Agreement with your class and have each student sign one (see page 13).



Checklist for a Successful Field Trip

Before you leave school on the day of your trip

- Take a headcount of all students and chaperones to make the check-in process as smooth as possible. We will need this information upon arrival.

Chaperones/Teachers _____ **Students** _____

- Label and store all student and chaperone lunches in large boxes or tubs for transportation to The Interactive. **Backpacks must stay at school**; we do not have storage space for them and they are not allowed in the gift shop.
- Introduce your chaperones to their student groups, give them their information sheets, and go over the day's schedule.
- If carpooling, please make sure chaperones know where to park. The Tech Interactive validates parking **only** for the Second and San Carlos garage (not lot) and the Convention Center garage. Occasionally, large events downtown will make parking at those garages difficult; note that even when this happens, The Tech Interactive cannot validate parking for other garages or parking lots.
- Ensure that all students and chaperones are wearing visible name tags.

When you arrive at The Tech Interactive

- If you are arriving by bus, please keep your students on the bus while you check in at the main entrance on Market St. Please note that Park Avenue is closed due to construction.
- If arriving by car or public transportation, please have your students line up by class on the Market St. sidewalk.
- Make sure you know your student and chaperone count before checking in.

After your trip

- Debrief with your class.
 - How was the trip?
 - What were the students' favorite exhibits or activities? Why?
 - What are three things the students learned?
 - What is one exhibit you would recommend to someone going to The Interactive for the first time? Why?
- Review post-visit activities if you attended a [Science Lab](#) or [Innovation Lab](#).

\$ Field Trip Pricing

School field trips available September 20, 2022 - June 9, 2023

	Admission	IMAX Educational Film	Admission + IMAX Combo	Science Lab (60-90 minutes)	Innovation Lab (45 minutes)
Title I Schools*	Fee waived	\$6 per student \$6 per chaperone \$6 IMAX Snack Pack	N/A	Scholarship provided; pre- and post-visit activity completion required.	No additional charge for school groups; pre-registration may be required.
Non-Title I Schools	\$7 per student	\$6 per student \$6 per chaperone \$6 IMAX Snack Pack	\$11 per student \$6 per chaperone \$6 IMAX Snack Pack	\$300 per class of 32	No additional charge for school groups; pre-registration may be required.
Summer Camps	\$7 per child	\$6 per child \$6 per chaperone \$6 IMAX Snack Pack	\$11 per child \$6 per chaperone \$6 IMAX Snack Pack	\$125 per class of 32; minimum of 12 required. Available June 20, 2023 - August 4, 2023	N/A

* If 40% or more of the students in your program meet the federal requirements to receive free or reduced-price lunch, you are eligible for this discount.

Important details

- All sales are final. Please ensure that your student counts are accurate. No refunds will be issued for unused general admission and IMAX tickets.
- IMAX Snack Packs must be ordered in advance. Includes small popcorn, juice box and a treat.
- Free admission for one chaperone per eight students. Additional chaperones that are not accounted for on the teacher invoice will be charged the group admission rate.

Group Reservation Policies

- **Field trip requests must be submitted to The Tech Interactive via our [online application](#).**
A Group Reservations Specialist will follow up within five (5) business days to confirm details and accept payment.
- If your school is Title I, please see policies on page 7 for information on subsidized entry and special pricing.
- Deposits (\$50 per lab, \$50 per IMAX film and \$50 for general admission) are required at the time of reservation confirmation. Please have a method of payment ready. See acceptable forms of payment below.
- Lab and IMAX reservations are required at least three (3) weeks in advance.

Payment

- Payment in full is required at least three (3) weeks prior to your field trip date. The Tech accepts cash, American Express, Visa, MasterCard, Discover and school-issued checks.
- To pre-pay by credit card, call 1-408-294-8324, option 3.
- Mailed check payments must be received within three (3) weeks of your reservation. Make checks out to The Tech Interactive and send with your invoice to:

The Tech Interactive
ATTN: Group Reservations
201 S. Market St.
San Jose, CA 95113

Changing reservations

- We understand field trip plans change. If you need to change the date of your field trip, please call Group Reservations (1-408-294-8324, option 3) as soon as possible to reschedule. Keep in mind that the lab or IMAX film scheduled for your original date may not be available on your new date.

Canceling reservations

- If reservations need to be canceled, please let us know via phone (408-294-8324, option 3) or email (groupreservations@thetech.org) as soon as possible. If a lab is canceled within three weeks of the reservation date, the deposit will not be refunded.

Refunds

- Please ensure that your student counts are accurate. No refunds will be issued for unused general admission and IMAX tickets.

Title I Policies

If your school is designated as Title I (meaning 40% or more of students qualify for free or reduced-price lunch), admission is free and subsidies are available to help with other costs. See below for options, or call Group Reservations at 1-408-294-8324, option 3.

Facility entry

All designated Title I schools will receive subsidized entry for students and chaperones. Entry includes all gallery experiences and floor programs.

Science Labs

Title I schools may qualify for a scholarship for a Science Lab, which covers the entire cost of the lab experience. To qualify for a Title I lab scholarship, teachers must implement the provided pre-visit and post-visit activities with their class and respond to a follow-up survey from The Tech Interactive. Download pre-visit and post-visit activities at thetech.org/sciencelabs.

A \$50 deposit per lab is required for Title I schools receiving a lab scholarship. The deposit will be refunded at field trip check-in. If you cancel your lab less than three (3) weeks from the scheduled lab date, including on the day of your scheduled lab, your deposit will not be refunded. Funding is limited — book early!

Innovation Labs

Innovation Labs are available at no cost to all school regardless of Title I status. Reservations are strongly recommended. If your school group has booked a Science Lab, you are not eligible to reserve an Innovation Lab.

IMAX

Title I pricing for IMAX educational films is \$6 per student and \$6 per chaperone.

Transportation

Funding may be available for bus transportation to The Tech Interactive for Title I schools. Such funding is very limited and may only be available for certain counties; please inquire at time of reservation.

Health and Safety Information and Guidelines

Here are the steps we're taking to keep staff and visitors safe while in The Interactive:

- We've increased ventilation and enhanced air filter supply exchange circulation.
- We've increased frequency of regular cleaning and disinfecting of shared surfaces, equipment and areas in the galleries, restrooms and meeting rooms.
- To hinder transmission and cross-contamination during IMAX shows, we will use an electrostatic sanitizing atomizer and approved purification agents in the theater.
- We are recommending school groups to eat lunch outside. If the weather does not allow for that, we will work with school groups to find a spot indoors that is socially distant from other schools.

Mask Policy

To protect the health and safety of our visitors, volunteers and staff, masks are strongly recommended for anyone over the age of 2. **This includes people who are fully vaccinated.**

Arrival Procedures

There will likely be other groups checking in at the same time as you. For a smooth start to your field trip, we ask for your patience and adherence to the procedures below.

Please have the following required information ready:

- Confirmation email/form.
- Breakdown count of students, chaperones and teachers in attendance.
- Payment must be made in advance. We will not accept payment on the day of your field trip. We do not accept purchase orders.

A staff member will prepare your invoice and collect fees for any additional chaperones:

- One chaperone is admitted free of charge for every eight students for Grades K-12.
- One chaperone is admitted free of charge for every special-needs student.
- Any additional chaperones not included in your group number will be charged at the group rate, even if they are members of The Tech Interactive.

Your group will have a brief orientation.

- While you are checking in, a Tech greeter will give your group a brief orientation and review behavior expectations and hand out and explain how to use Tech Tags.
- The greeter will then escort your group into the Interactive and show you where to drop off lunches (if applicable).

If you purchased tickets to an IMAX film, we will issue wristbands to your class.

- Please count wristbands before leaving the check-in desk to ensure an accurate count.
- Please make sure you are at least 15 minutes early to wristband and escort your group into the IMAX.
- Each student and chaperone attending an IMAX film is required to wear a wristband.
- If purchasing concessions, please arrive early to ensure all students can be served. Be aware the concessions will not be available during the 10 a.m. or 11 a.m. showings.

Late Arrivals

If your group will be arriving significantly late on the date of your trip, please call Group Reservations at 1-408-294-8324, option 3. If no one is available at that number, call Group Check-In at 1-408-795-6137.

We understand that groups may arrive late due to circumstances out of their control. We will do our best to accommodate late arrivals; however, it may not always be possible for lab experiences or IMAX films.



Lunch Procedures

Gathering and storing lunches

We strongly recommend gathering all lunches in large bins, plastic containers or reusable totes before arrival. If you don't have your own bins, the greeter will show you where to store your lunch containers when you arrive. Students may bring their own water bottles with tight-fitting, fully closing lids that should remain closed while interacting with exhibits. No other food or drinks are permitted in the galleries, including purchases from The Tech Cafe, IMAX concession stand and The Tech Store.

Eating lunch

When it is time for your group to eat, gather at your pre-arranged meeting spot and head to the lunch area. You will be assigned a 30-minute lunchtime to help with capacity throughout The Interactive. If your lunch is stored in containers, send chaperones to retrieve them for the students first. Please be mindful of other groups and their stored lunches.

Where to eat

We recommend school groups eat outdoors as long as the weather allows for it. The following areas are usually available:

- Area near the entrance on Park Avenue.
- Plaza de Cesar Chavez, directly across from our Market Street entrance.
- The Tech Cafe outdoor seating, which can be accessed from Market Street. There are a variety of grab-and-go items that students can purchase.

If it is raining, New Venture Hall is a designated common area within the Interactive where students can sit and eat; floor space is available on a first-come, first-served basis.

Keep it clean

After lunch, ask students to dispose of garbage and recyclables in provided receptacles. The Tech Interactive is a green facility. Please do your part by placing your recyclable items in the proper receptacles.

Re-entering The Interactive

When students are finished eating, they may re-enter The Interactive only with their chaperones. Please have students and chaperones show their Tech Tags at the exhibits entrance.

Health and Safety Guidelines

- If you are indoors, keep your school group together and maintain distance from other schools.
- As public health guidelines change, we ask for your patience and flexibility regarding eating, masking and social distancing.



Guidelines and Tips for Facilitated Activities

IMAX

- Have your entire group gathered before getting in line for the IMAX theater.
- Groups should line up 15 minutes before the start of their movie time. Seating is first-come, first-served.
- Make sure all students and chaperones are wearing an IMAX wristband.

Students susceptible to motion sickness should sit toward the top of the theater where motion sickness is reduced. If a student needs to leave the theater, they should exit at the top of the theater.

Science Labs

- Let students and chaperones know ahead of time what lab they will be taking. This will make the pick-up process with the lab instructor much easier.
- Labs begin at 9:30 a.m. and 12:30 p.m. . Your group should arrive in New Venture Hall 10 minutes before the lab start time to meet the instructor.
- Lab duration is either 60 or 90 minutes; if your group is facing time constraints (for example, leaving early to catch a bus) please let your instructor know ASAP so he or she can make accommodations.
- If your school requires social distancing of three feet, you will need to book two classrooms for your lab. **We will charge you for two labs in this instance.**
- Pre-visit and post-visit lab activities are available at thetech.org/sciencelabs.
- The teacher plus two to three chaperones must stay in the lab at all times.
- No food or drink is allowed in the labs.

Innovation Labs

- Innovation Labs are 45-minute facilitated experiences within select exhibits.
- Reservations are strongly recommended— please see thetech.org/innovationlabs for full details.
- Groups should arrive at the exhibit or gallery 5-7 minutes prior to the start of their lab.
- If you have reserved an Innovation Lab for your class, please make sure they know which exhibit area to line up at and the start time.
- Pre-visit and post-visit activities are available at thetech.org/innovationlabs.
- Chaperones must accompany students into each program and stay with them at all times.

Tech Tags

Upon arrival, each student will be given a Tech Tag, an essential tool for navigating and exploring The Interactive. Each Tech Tag has a barcode that will activate many of the activities.

Behavior Expectations

Chaperones

Each school group is required to have one chaperone for every eight students Grades K-12. Students in school and after-school programs must stay with their chaperones at all times while inside The Tech Interactive and when they leave the premises.

Not only are chaperones responsible for the behavior and safety of the students, they shape each student's learning experience during the visit. It is important that teachers carefully select and prepare chaperones.

Please provide chaperones with written information and the schedule ahead of time. You may use our Chaperone Information Sheet (page 14). It includes rules and chaperone tips, and there you may fill out all pertinent information for your trip.

- Remind chaperones that they must stay with their student groups at all times.
- Let them know what activities you have planned and explain their roles in the activities. Encourage chaperones to ask their group open-ended questions while exploring.
- Review the Student Behavior Contract (next page). Provide chaperones with suggestions and procedures for managing student groups.
- Let chaperones know whether or not students will be allowed to visit The Tech Store.
- If your chaperones are driving, provide each with a map and parking information, which can be found at the end of this document or on our website at thetech.org/visit.

Student behavior expectations

We ask that you review with your students the behavior expectations below and we recommend that students read and sign The Tech's Student Behavior Contract on the following page. School groups violating any policies will be asked to leave on the third warning, or sooner depending on the severity of the situation.

We expect the following behavior:

- Chaperones and students must stay with their groups at all times.
- Be respectful of The Tech staff and volunteers as well as other visitors.
- Use the escalators; leave the elevators available for those who need them.
- Be respectful of the exhibits and building. Write against books or clipboards, not walls, windows or exhibits. Climbing on exhibits or railings is prohibited.
- No running or horseplay, especially on the escalators, where riders must face forward at all times.
- Students may bring their own water bottles with tight-fitting, fully closing lids that should remain closed while interacting with exhibits. No other food, drink or candy is allowed inside the galleries.
- Students who enter The Tech Store must be accompanied by a chaperone. No backpacks are allowed in The Tech Store.
- All visitors must pick up and throw away their garbage. Trash and recycling bins are located throughout The Interactive.

Student Behavior Agreement for Field Trips to The Tech Interactive

I, _____, agree to follow the student behavior expectations stated by The Tech Interactive. I understand that if I am not following the expectations listed below, my school group may be asked to leave.

- I will not run or engage in any horseplay within The Interactive, especially on the escalators.
- I will stay with my chaperone and student group at all times.
- I will be respectful of The Tech Interactive staff, volunteers, and exhibits and all other visitors.
- I will not bring any food or drink into the galleries, unless it is a water bottle with a secure, fully closing lid.

Student signature: _____

School name: _____

Date: _____



Chaperone Information for Field Trips at The Tech Interactive

In addition to being a great way to enjoy The Interactive, being a chaperone is an important responsibility. As a chaperone, you are in charge of a group of students during their visit and are an essential part of creating a positive experience for all involved.

Chaperones are required to stay with their students at all times. You are responsible for their safety, security and behavior while inside and on the grounds of The Tech Interactive.

The Tech Interactive rules

- Do not run or engage in any horseplay within The Interactive, especially on the escalators.
- Stay with student group at all times.
- Be respectful of The Tech Interactive staff, volunteers and exhibits and all other visitors.
- No food or drink in the exhibits, other than water bottles with secure, fully closing lids.

Chaperone tips

- Encourage your students' exploration by asking open-ended questions, looking at the exhibits, reading the labels and talking to The Interactive volunteers and staff.
- If a student is lost, look for a staff member or visit the Information Desk near the main entrance.
- If a student is injured, notify a staff member immediately.

Schedule

Arrival time and meeting location Time: _____ Location: _____

Lunch time and meeting location Time: _____ Location: _____

Departure time and meeting location Time: _____ Location: _____

Science Lab name and time Time: _____ Lab name: _____

Innovation Lab name and time Time: _____ Lab name: _____

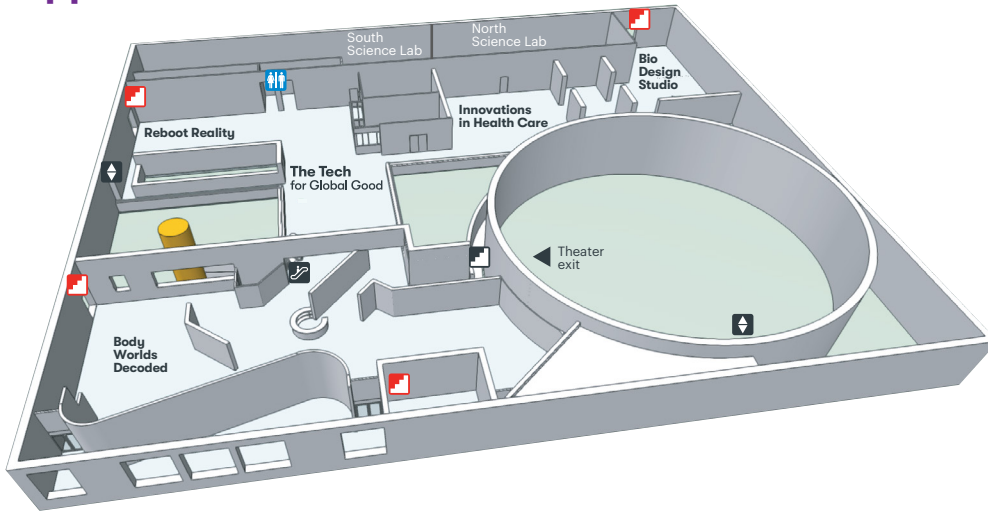
IMAX name and time Time: _____ IMAX name: _____

Student names

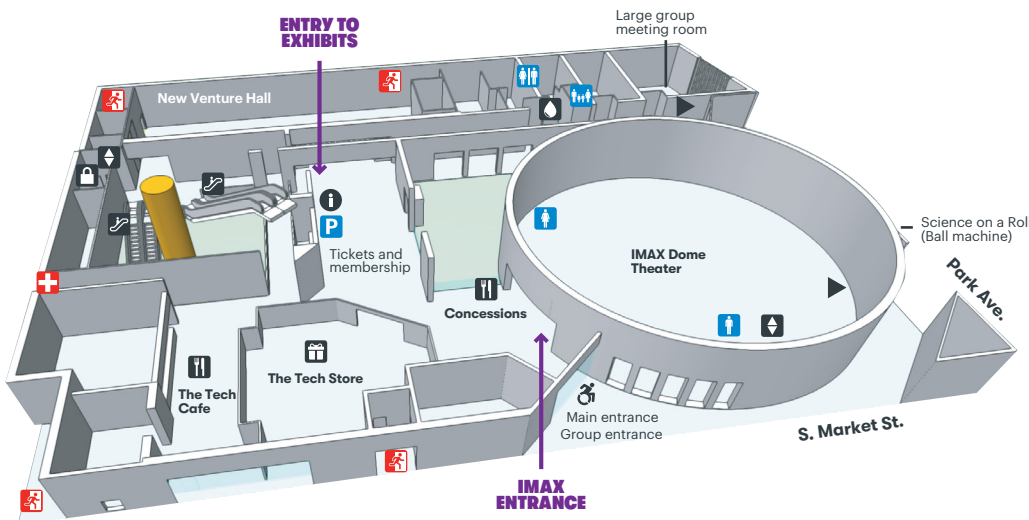
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|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Teacher cell phone #: _____

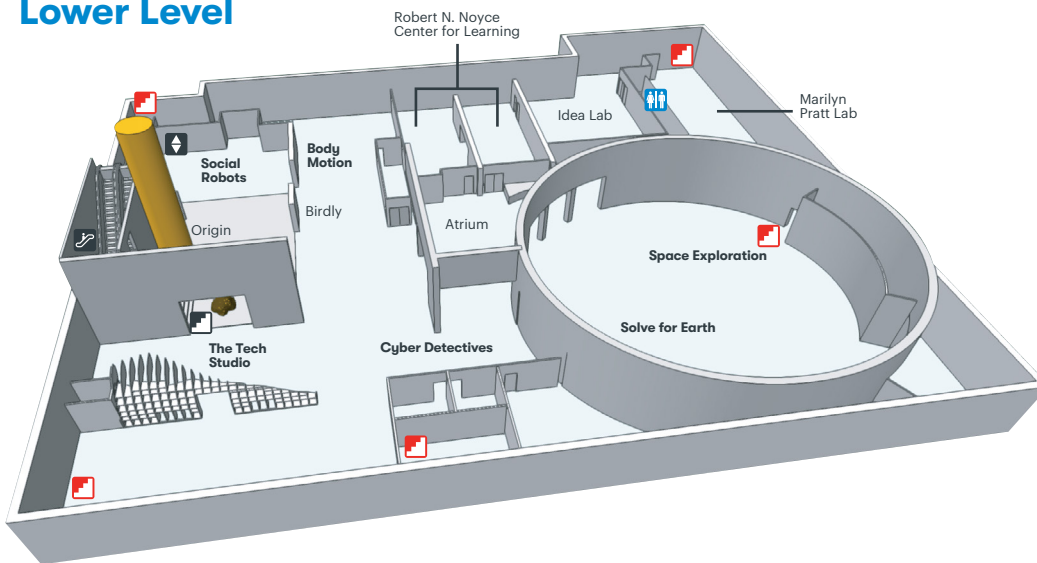
Upper Level



Ground Level



Lower Level



Map Key

Elevator*	Escalator	First Aid/security	Information	Restroom
Emergency exit	Exit only	Food and snacks	Lockers	Stairs
Emergency stairs	Family restroom	Gift shop	Parking validation	Water station

**Guests with strollers should use the elevators.*

Activities

Innovations in Health Care, presented by El Camino Hospital
Explore advances in health care technology and become a part of the innovation process.

BioDesign Studio
Play, tinker and design with the building blocks of life.

Reboot Reality
Explore and create with immersive AR/VR experiences.

The Tech for Global Good
Features inspiring stories about creative innovators tackling the world's biggest problems.

Body Worlds Decoded
A Silicon Valley spin on the world-famous collection of plastinated human bodies and anatomical specimens.

IMAX® Dome Theater
See, hear and feel more with 9,000 square feet of wrap-around image that will educate and entertain.

New Venture Hall
3,600 square feet of flexible event space available for rent. To book your event call 1-408-795-6221.

The Tech Store
Find special gifts, books and unique Silicon Valley items.

The Tech Cafe
Tony Caters offers a varied menu for adults and children.

Social Robots
Design, build and program a real robot using sensors, controllers and activators.

The Tech Studio
Lively, hands-on STEM programs that connect to the world of science and technology.

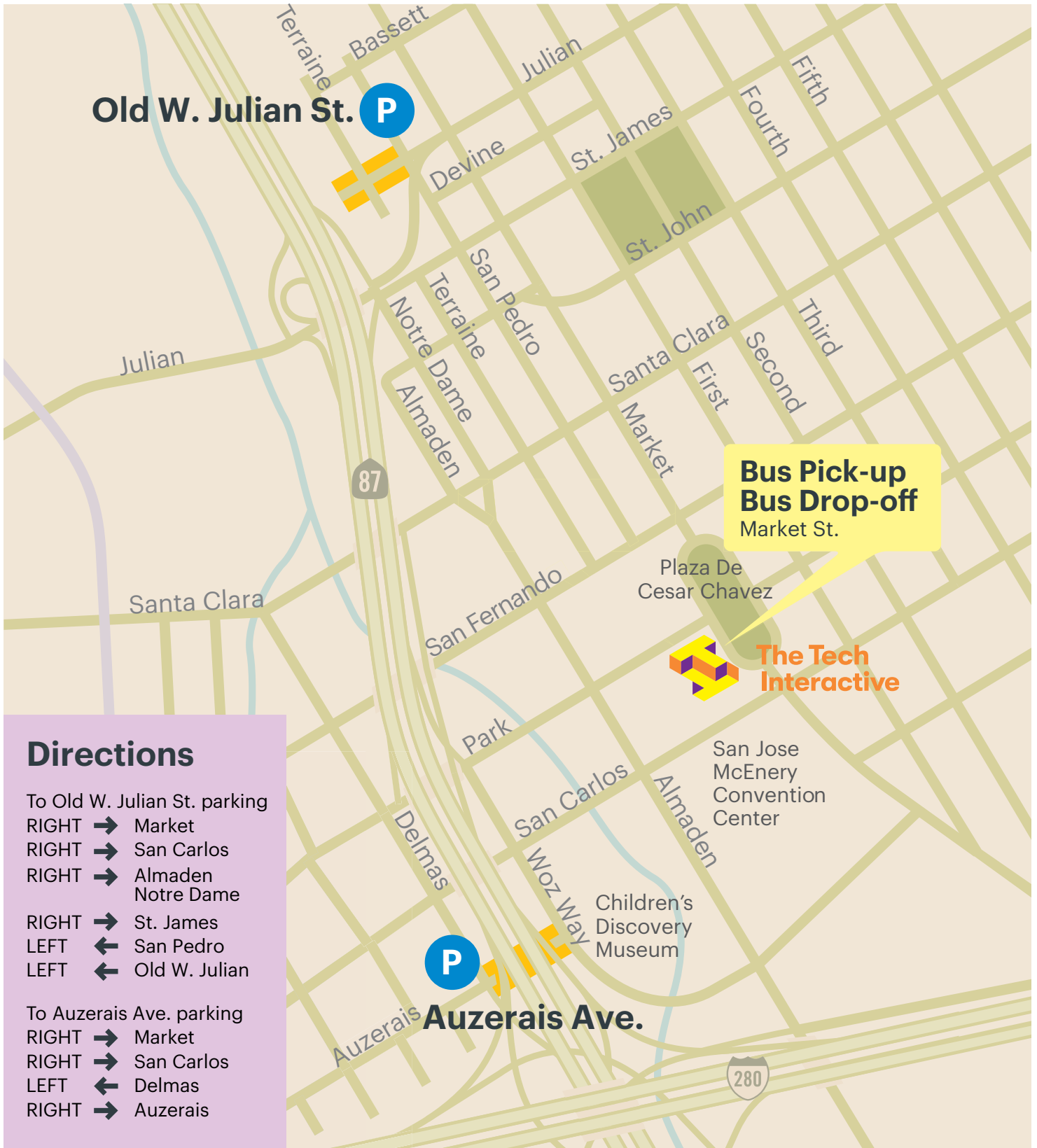
Body Motion
Explore how your movement and interactions with others affect your physical, social and emotional health.

Cyber Detectives, presented by Palo Alto Networks
Learn to crack codes, spot scams and prevent crime like a cyber security pro.

Solve for Earth - NEW!
Our environment faces big problems. Luckily, Earth is home to brave and courageous problem-solvers like you! Solve for Earth will help you ask questions, take action and recharge hope.

Space Exploration
Experience exploration beyond our planet as you navigate weightlessness like an astronaut and see a model Mars rover.

Bus Parking



Old W. Julian St. **P**

**Bus Pick-up
Bus Drop-off**
Market St.

**The Tech
Interactive**

Directions

To Old W. Julian St. parking

- RIGHT → Market
- RIGHT → San Carlos
- RIGHT → Almaden
Notre Dame
- RIGHT → St. James
- LEFT ← San Pedro
- LEFT ← Old W. Julian

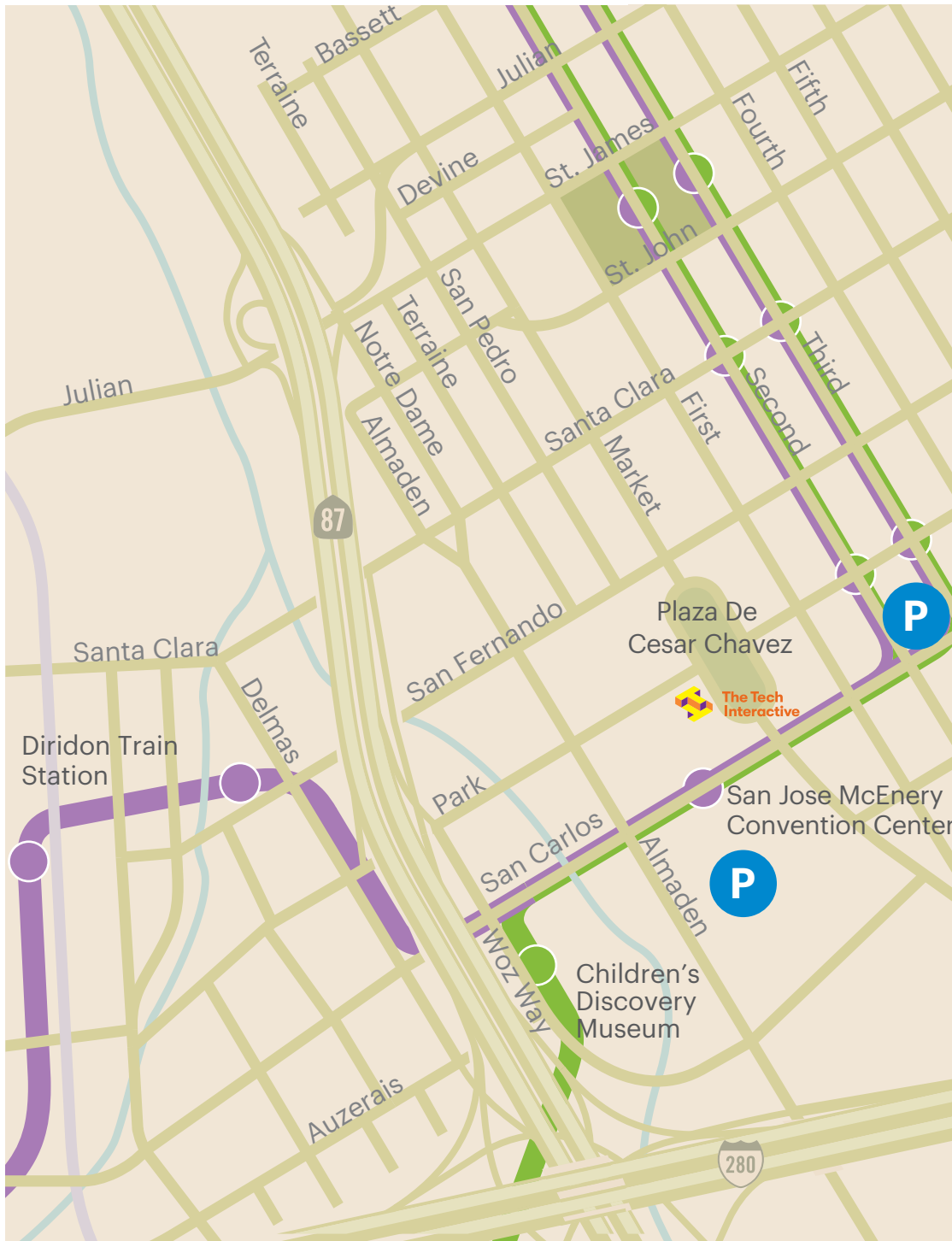
To Auzerais Ave. parking

- RIGHT → Market
- RIGHT → San Carlos
- LEFT ← Delmas
- RIGHT → Auzerais

P


Auzerais Ave.



Carpool and Guest Parking



The Tech offers \$5 flat-rate parking validation at the Second and San Carlos Street garage (enter from Second or Third Streets) and the San Jose McEnergy Convention Center garage (enter from Market Street).

Validation is available in the lobby during opening hours. Validation not valid for special event pricing. Limited handicapped parking is available at The Tech Interactive's main entrance on S. Market St.

 Parking garage

  VTA Light Rail / Station

Field Trip Lunches

Customizations available; minimum order of 20

JUNIOR BOXED LUNCH, \$9

- Sandwich (you can select a variety for your group)
 - Turkey & cheese
 - PB&J
 - Egg Salad
- Side (1 selection for your entire group)
 - Bagged chips
 - Fresh fruit cup
- Beverage (1 selection for your entire group)
 - Boxed water
 - Juice box

HOT LUNCH, \$15

- Main (1 selection for your entire group; veg option offered)
 - Hot dog
 - Kids burger sliders
- Side (1 selection for your entire group)
 - Bagged chips
 - Fresh fruit cup
- Beverage (1 selection for your entire group)
 - Boxed water
 - Juice box

STANDARD BOXED LUNCH, \$15

- Sandwiches OR Salads from the list in the right hand column
- Tony's famous house-made cookies
- Bagged chips

DIRECTOR'S BOXED LUNCH, \$18

- Sandwiches OR Salads from the list in the right hand column
- Tony's famous house-made cookies
- Bagged chips

One of the following sides:

- Farfalle pasta, feta, sun-dried tomato salad
- Diced fresh fruit salad **GF, VG**
- Picnic potato salad **GF**
- Roasted red potato salad **GF, VG**

DELI SANDWICH OPTIONS

- Roast Beef & Horseradish
- Roast Beef & Cheddar
- Exotic Chicken Salad
- Tuna on Rye
- Turkey & Provolone
- Turkey & Pesto
- The Turkey Club (w/ bacon)
- Turkey & Cranberry on Croissant
- BBQ Chicken Hoagie
- Caprese Hoagie
- Grilled Veggie
- Egg Salad Straight Up

DELI SALAD OPTIONS

- Classic Caesar, optional grilled chicken
- Garden Green, optional grilled chicken
- Taco Salad, optional grilled chicken **GF**
- Asian (cabbage-based), optional grilled chicken

ASSORTED BEVERAGES, \$3

GF = GLUTEN FREE VG = VEGAN