

Field Trip Guidelines

Registration

Advance registration is required for all groups of 10 or more. Registration is accepted via several easy options:

BY MAIL

Mail the registration form with a check.

BY FAX

Fax the registration form with a credit card number and with authorization to charge the credit card for the cost of the field trip to (847) 724-6557.

Call (847) 832-6923 with any questions related to your registration.

You may also mail or fax a registration form to hold a date with a credit card and make payment for the field trip by the day of the trip. This process requires an authorization with the credit card number that if payment is not received, or if the trip is cancelled less than 30 days prior to the date reserved, the credit card will be billed according to our cancellation policy below.

- **Field trips are confirmed and processed after we have received your completed registration form and payment guarantee.**
- Date requests are processed and assigned in the order that payment is received.
- **Checks and money orders should be made payable to Kohl Children's Museum.**
- Confirmation letters and information packets will be mailed when registration is complete.
- The Museum has limited field trip slots and space, and therefore **we CANNOT offer refunds or balance due adjustments for absent children.** You may bring up to 5 children more than the number you reserved, and pay for them on the day of your trip.

Special Needs

Field trips and programs are available that accommodate children with special needs. Please let us know at the time of booking if your group has any children with special needs.

Lunch Facilities

Lunch facilities for sack lunches are free of charge; however, due to limited space, they must be reserved in advance (1/2 hour maximum allotted time). Cosi® Kid's brown bag lunches, or sandwiches, salads, and flatbread pizzas may be purchased in advance from Cosi® Café on site at the Museum and delivered to your lunch room. **Call Cosi® at (847) 832-6926 for more information.**

During Your Visit

- If groups arrive early, field trip times will be adjusted to end 1 1/2 hours from their actual arrival time.
- If groups arrive late, the field trip time may have to be abbreviated due to scheduling considerations. Please arrive on time to experience all we have prepared for you.
- If groups arrive before or after their scheduled time, there may be a short wait for orientation while other groups are oriented.

Cancellation and Change Policy

Because the Museum is in high demand for visiting groups, we must limit the number of groups scheduled on any given day. Therefore, if your plans change, we ask that you cancel, reschedule, or change the number of children in your group well in advance of your visit.

Refunds or reductions in amount due will be awarded for field trip cancellations or changes in attendance numbers based upon when the Museum is notified:

- **More than 30 days in advance:** Full refund
- **Less than 30 days in advance:** No refund

Chaperones

- **A minimum of 1 chaperone (age 18 or older) for every 5 children is required.**
- Chaperones are free up to 1 chaperone for every 3 children.
- **Additional chaperones will be charged \$6.50 each.**

Our Location

**2100 Patriot Boulevard
Glenview, IL 60026
(847) 832-6600
www.kohlchildrensmuseum.org**

Kohl Children's Museum is located at the intersection of Patriot Boulevard and West Lake Avenue on The Glen in Glenview, between Willow Road and Lake Avenue, and between routes I-94 and I-294.

Bus Driving Directions

From 294: Take Willow Road exit heading east for 2½ miles, then turn right onto Patriot Boulevard. Turn right onto West Lake Avenue.

From 94 northbound: Take Lake Avenue West exit heading west for 3 miles, then turn right onto Patriot Boulevard. Turn left onto West Lake Avenue.

From 94 southbound: Take Skokie Road exit, turn immediately right at Lake Avenue, head west for 3 miles, then turn right onto Patriot Boulevard. Turn left onto West Lake Avenue.

Bus or Van Entrance/Parking

Please inform your bus drivers of the Museum's bus-only entrance on West Lake Avenue. All field trips should use this entrance rather than the public entrance for safety reasons.

After turning on West Lake Avenue from Patriot Boulevard, turn right (north) into the first driveway. The first bank of parking spaces on the right is reserved for bus parking. **If all spaces are full, please unload your students at the Group Welcome Center entrance** and then pull forward and park along the outer driveway.

When exiting, please have the bus driver use the outer driveway around the main parking lot and exit onto Patriot Boulevard.

Group Entrance/ Group Welcome Center

Group Welcome Center Underwritten by Harris

School groups will enter the Museum through the Group Welcome Center that is located by the bus parking area.

If you plan to drive private cars with your trip, please contact the Museum at (847) 832-6923 for alternate entry instructions.