



Knock Knock Children's Museum PLAN YOUR FIELD TRIP Policies and Procedures

Give your students a field trip to remember at Knock Knock Children's Museum! Explore two floors of fun...and learning...at your own pace or add on an enhanced learning activity led by museum educators.

Ready to plan your trip? Fill out the online form below and submit at least 30 days before your visit. Spaces for field trips are limited. If you have questions, contact the School and Educational Program Coordinator, Monday-Friday from 9:00 a.m. – 4:00 p.m.

Planning Your Field Trip

Days/Hours for Field Trips

No field trips are scheduled after 1:30 p.m., unless approved in advance by the School and Educational Program Coordinator.

Monday	Tuesday	Wednesday	Thursday	Friday
Closed	9 am to 2 pm	10 am to 2 pm	9 am to 2 pm	10 am to 2 pm

Length of Field Trip

Field trips are scheduled for a 2-hour period of time. Groups should arrive 10-15 minutes in advance to accommodate check-in.

Field Trip Options

Self-guided Field Trip: This option encourages children to explore Knock Knock at their own pace. All of Knock Knock's learning zones are carefully designed to meet the developmental needs of children from birth to age 8, and are aligned to educational standards required by the state of Louisiana. The visit includes a 15-minute orientation and 1 hour, 45 minutes to explore the interactive learning zones.

STEM Enhanced Field Trip: This option includes a 15-minute orientation, a 45-minute focused workshop led by a museum educator, and 1 hour of free exploration of the hands-on learning zones in the museum. Post-visit classroom extension materials will be provided.

Knock Knock At Your Door: (COMING SOON!) Can't come to us? No worries, we will come to your classroom! Knock Knock at your Door is a traveling exhibit that brings the museum learning and play experience from our doors to yours! Museum Educators present hands on activities based on your curricular needs, and can work with numerous classes throughout the day. Choose from a selection of themes, or work with the Museum Education Team to develop a specialized program. Call our School and Educational Program Coordinator for more information.

Nametags

For safety reasons, each student is required to wear a nametag or t-shirt with your group name, but NOT the individual child's name.

Photography

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

Lunch

At this time, Knock Knock does not have indoor facilities for lunch, even in the case of inclement weather. In addition, the museum does not have storage areas for ice chests or sack lunches. The museum is located in BREC's City-Brooks Park where nearby park benches and grassy areas are available on a first-come, first-serve basis.

Parking

- Parking is free at Knock Knock Children's Museum.
- Overflow parking is available around the City-Brooks Park complex.
- School buses will be directed to unload near the front door and then park at a designated location.

Directions to Knock Knock Children's Museum

Knock Knock Children's Museum is located in BREC's City-Brooks Park at 1900 Dalrymple Drive.

From I-10 East or I-10 West – Take the Dalrymple exit, turn left on Dalrymple, and the entrance to the museum will be on your left.



Field Trip Guidelines, Fees, and Registration

Ages/Grades for Field Trips

Field trips at Knock Knock are designed for children ages 3-8 (preschool through third grade).

Minimum Group Size

A minimum of 15 children is required to qualify for discounted group rates. Group minimums for enhanced field trips vary. All groups must be arranged in advance through the School and Educational Program Coordinator.

Student/Chaperone Ratio

- The student/chaperone ratio is 1 chaperone for every 5 students. This includes the teacher and/or aide.
- Chaperones must be 18 years old or older.
- Chaperones must stay with their students and are responsible for their adherence to Museum rules.

Groups of 50+

Groups of 50+ children must follow the chaperone ratio guidelines. The groups may be required to visit the exhibits on a staggered schedule.

Siblings

Due to safety and supervision requirements, siblings are not permitted on field trips. Adults who are supervising other children/younger siblings are not considered chaperones and do not count toward the 1:5 required ratio.

Field Trip Fees

Field trip fees are applied to all children, including Museum members.

Self-guided Field Trip	\$7 per child
Enhanced Field Trip	\$10 per child

Chaperone Fees

- Chaperones, including the teacher and/or aide, used to meet the 1:5 ratio Free
- Chaperones above the 1:5 ratio with advanced field trip reservation \$7
- Last minutes chaperones not include in reservation Full price admission

Making a Field Trip Request

- Field Trip Request form must be signed and submitted online a minimum of 30 days prior to the anticipated date of the trip.
- **Field trips are confirmed via email after we have received your completed field trip request form and a payment guarantee.**
- Date requests are processed and assigned in the order that payment is received.
- Knock Knock reserves the right to cancel a scheduled field trip/group visit if payment is not received by the payment due date.
- Knock Knock has limited field trip slots and space. Therefore, we cannot offer refunds or balance due adjustments for absent children.
- All reservation adjustments must be submitted prior to the scheduled field trip/group visit date.

Payments

- Knock Knock only accepts one form of payment for the entire group (checks, credit cards, cash, or purchase orders).
- Individual payments will not be counted as part of the group and will be subject to normal all-day admission fee.
- **Additional discounts do not apply, including any coupons, admission vouchers, or museum memberships.**
- Check or money orders should be made payable to Knock Knock Children's Museum.
- If your numbers change after your reservation has been made, please call 225-388-3090 or email fieldtrips@knockknockmuseum.org, no later than one week before your visit.
- Non-confirmed guests exceeding the reservation amount will be charged the normal all-day admission fee.
- Payments may be delivered in person to the museum or mailed to:

Knock Knock Children's Museum
Attention: School and Educational Program Coordinator
1900 Dalrymple Drive
Baton Rouge, LA 70808

Cancellation Policy

All cancellations must be submitted, in writing, to the Knock Knock School and Educational Program Coordinator at fieldtrips@knockknockmuseum.org. Cancellations made more than 15 days in advance will receive a full refund. Cancellations made less than 15 days in advance, if payment had already been made, will receive a credit in the payment amount that will be retained on the group's account to apply towards a future visit within one year of the scheduled visit. Groups that are "no shows" for their field trip forfeit all payment.

Safe Space Policy

Knock Knock Children's Museum is a community spark for engaging, playful learning experiences that inspire and support lifelong learning. It is our responsibility to foster a culture of inclusion that promotes mutual respect, celebrates diversity, and facilitates authentic intercultural exploration and collaboration. We commit to making our facilities and programs accessible and safe for all members of our community, regardless of race, ethnicity, national origin, faith, sexual orientation, gender identity, and range of abilities.

The museum reserves the right to refuse service to, or revoke access from any patron(s) threatening this safe, inclusive environment. Behavior warranting such consequences includes, but is not limited to, verbal or physical harassment of another patron or staff member, attempted theft or vandalism, or being under the influence of alcohol or drugs. The Knock Knock Children's Museum holds its mission values above all else and will pursue all avenues necessary to ensure the provision of a healthy, safe place for all children and their caregivers to learn and explore.



Knock Knock Children's Museum Field Trip Request Form

PLEASE NOTE THIS IS NOT A CONFIRMATION. Your trip is confirmed when you receive a field trip confirmation letter.

Contact Information

NAME	TITLE/POSITION
SCHOOL OR ORGANIZATION	
ADDRESS	
CITY/STATE/ZIP	
WORK PHONE	CELL PHONE
EMAIL	
NAME OF PERSON FILLING OUT FORM <i>(if different from above)</i>	

Program Preferences

DATE* <ul style="list-style-type: none"> ▪ First Choice _____ ▪ Second Choice _____ ▪ Third Choice _____ <small>*Museum Closed on Mondays</small>	TIME <ul style="list-style-type: none"> ○ 9am – 11am ○ 9:30am – 11:30am ○ 10am – 12pm ○ 10:30am – 12:30pm ○ 11am – 1pm ○ 1:30pm – 3pm <small><i>(Please arrive 10-15 minutes early for check-in)</i></small>	GRADE LEVEL(s) <ul style="list-style-type: none"> ○ Preschool/PreK ○ Kindergarten ○ First Grade ○ Second Grade ○ Third Grade
TOPIC CHOICES FOR STEM ENHANCED FIELD TRIP (circle one) <div style="display: flex; justify-content: space-around; text-align: center;"> <i>Design Challenge 101</i> <i>Cultivate !! An Art Garden Exploration</i> <i>Math Magic in Go Figure Play House</i> </div>		
IS THERE ANYTHING SPECIAL ABOUT YOUR GROUP WE NEED TO KNOW TO HELP USE PREPARE? <div style="border: 1px solid black; height: 40px;"></div>		

Trip Cost

	NUMBER	PRICE	TOTAL
ENHANCED FIELD TRIP <small>(minimum 10 children)</small>		@ \$10/CHILD =	
SELF-GUIDED FIELD TRIP <small>(minimum 15 children)</small>		@ \$7/CHILD =	
NUMBER OF ADULTS <small>(one adult free for every 5 children)</small>		@ FREE =	
EXTRA ADULTS <small>(over the 1:5 ratio)</small>		@ \$7/PERSON =	
TOTAL DUE=			

Cancellation and Change Policy

More than 15 days in advance = full refund
Less than 15 days in advance = nonrefundable credit

Please Initial below to verify you understand the policies and procedures:

- _____ Confirmed field trips that do not show up will be **CHARGED THE FULL AMOUNT.**
- _____ Payment is expected for the full confirmed amount regardless of absent children.
- _____ Field trip fees are applied to all children including museum members.
- _____ I also acknowledge that I have read and accept the Museum's field trip policies.

Payment Method

To guarantee your field trip, check, money order, or credit card information must be received 15 days prior to scheduled trip.

Email Forms to: fieldtrips@knockknockmuseum.org

For questions contact: School and Educational Program Coordinator at 225-388-3090