Long Island Children's Museum is a learning laboratory where hands-on exhibits invite visitors to **experiment, examine and play**. Through lively interdisciplinary activities, children and adults can share in the excitement of the **learning** process as they explore the world in which we live.

The museum is designed for **infants through 12 AND their grownups**.

LICM is a not-for-profit institution chartered by the New York State Board of Regents.

**GOALS**

- To foster children's creative thinking, problem-solving skills, socially responsible values and behavior, self-confidence, and self-esteem.
- To enhance the ability of adults to understand and guide children's growth.
- To present innovative exhibits, performances, and programs.
- To provide opportunities for children and families from diverse backgrounds to learn together in a safe, nurturing, inclusive, and stimulating environment.
- To attract thinkers of all kinds to share their visions and passions.
- To develop unique models for learning beyond the boundaries of the classroom.
- To collaborate with other organizations and encourage a sharing of resources and talents within the Long Island community.

**WHERE:**

11 Davis Avenue  
Garden City, NY 11530

It's easy to find us.

**The entrance to the museum and parking is on Charles Lindbergh Boulevard.**

**WHEN:** OPEN: Tuesday to Sunday 10:00 am to 5:00 pm.
Organizing a Field Trip

Successful field trips are valuable learning experiences which allow students to apply their classroom learnings to an actual or "real" situation. Field trips also allow students the opportunity to learn directly rather than indirectly. Learning is enhanced through direct experience. Field trips are fun for everyone involved - even the teacher!

The key to successful field trip experiences is careful and thorough planning. This planning takes time and patience. Make sure to check to see if the School Division has any special policies regarding field trips.

The simplest approach when planning a field trip is to treat the experience like the writing of a newspaper article.

**WHY** do you want to take your class on this particular trip?

- Is this a Science activity or does it integrate activities in other subjects as well?
- Are the planned activities valid learning experiences?
- Could this be a multi-grade field trip?

**WHAT** learnings do you expect your students to gain from and apply to this experience?

- Have objectives for the field trip been established?
- Have appropriate activities and instructional approaches been selected?
- Have you and your students done your background research?
- Are your expectations about student behavior on the trip clear and realistic?

**WHERE** do you plan on going with your class?

- Is it accessible to all students?
- Is permission of landowners or officials required in order to visit this site?
- Does the site have facilities such as bathrooms, lunch areas, shelters, appropriate emergency facilities, etc.?
- Is it possible for the teacher to visit the site beforehand?
- Are locations established at which various activities will occur?

**WHEN** do you plan on taking this field trip?

- Is there adequate time to plan the trip?
- Will relevant information be provided to students before the field trip?
- Is there adequate time after the field trip to do a wrap-up?
- Are there any potential conflicts with the selected date?
- Does the selected date(s) indicate the need for special clothing or supplies?
- Is there a contingency plan in case of bad weather?
- Has parental consent been obtained?
HOW are you going to get to the site?

- Will transportation be required?
- Is appropriate transportation available and affordable?
- Can the students be learning during the trip to the site?

HOW long will this particular trip be?

- Can time be used efficiently and effectively?
- Is there too much to do and too little time?

HOW does the field trip affect the rest of the school?

- Will someone else have to do additional supervision duties?
- Will others have to change their planned activities?
- Will a substitute teacher be required?

WHO is coming with you on the field trip?

- Are there sufficient adult supervisors for the number of students involved?
- Have the people in your community been utilized for their expertise?
- Has the class been divided into small groups?
- Have student group leaders who will be responsible for materials and supplies been selected?

Although this may seem like a great deal of work, a large portion of it should be done before embarking on the actual trip. The more concrete and detailed the planning is, the more likely it is that the field trip will be a success.

Once the groundwork has been set and administrative approval has been obtained, approach the parents and the students about the trip. It is advisable to send a letter home to the parents which details the proposed field trip. Include information on such things as the times of departure and return, the location of the field trip, who will be responsible for supervision, clothing requirements, lunch plans, required materials, anticipated costs, and contingency plans. This letter could also include a request for parental help and a separate permission slip to be returned to the teacher. It is a good idea to have the letter signed by both the teacher and the principal before sending it to parents.

The parental consent form which follows serves as an example. Note that the use of a consent form does not remove the teacher or the School Division from the possibility of incurring liability during the trip.
PERMISSION FORM FOR FIELD TRIPS (*for reference only*)

Date:

Dear Parent/Guardian:

As a part of the Science program for grade _____, we will be going on a field trip to __________________________. This field trip will provide your child with the opportunity to experience the following: (provide a brief list of the activities you have planned).

An itinerary and a schedule of our proposed activities during the field trip is included for your information. Please review this material and contact the school if you have any questions about our plans.

Your child should bring the following supplies on the field trip: (list any special needs). If your child has any special physical or medical problems (i.e., allergies), please bring this to our attention. Contact the school if you feel that these problems may interfere with your child's participation in this activity.

We would like you to come along on this exciting learning experience. We encourage you to sign up as a volunteer. Thank you for your cooperation.

Teacher: ______________________ Principal: ______________________

I will be able to take part in this field trip as volunteer.

Yes ____ No _____ Comments:

CONSENT FORM

I permit my child to take part in the field trip described above. I have notified the school of any physical or medical problems which might interfere with my child's participation in this activity.

Date: _________________
Signature: ______________________________