

Discovery Visit Checklist

Please Note: After the facilitated portion of your Discovery Visit, you will have the leisure to explore the museum alongside other families and children for 75 minutes.

2 Weeks in Advance:

- Please share the Teacher Checklist and Chaperone Planner with all teachers and staff that will be attending your Discovery Visit.
- Confirm your Bus booking for your Discovery Visit.
- If you have any students with sensory or accessibility concerns, please email programming@wonderhub.ca so that we can arrange accommodations.

1 Week in Advance:

- Collect waivers from parents / guardians for all students.
- Arrange to have chaperones for your Discovery Visit. The required ratio is 6 children to 1 adult. In order for students to have the best possible experience, it is important to choose engaging chaperones who will support students' play and exploration during their visit.
- Keep in mind our parking is limited. We recommend coordinating with your chaperones to meet you at the school and ride the bus to the museum with your group.
- Print and fill out the details on the Chaperone Planner for each of the chaperones that will be coming to the Discovery Visit.
- If you are needing to cancel/reschedule your visit, please ensure that you do so prior to 48 hours in advance of your Discovery Visit. Cancelling after the 48 hours will result in a charge 50% of the cost of your visit. Cancelling after 24 hours will result in a charge of 100% the cost of your visit.

On the Day of Your Discovery Visit:

- Ensure that your students have name tags and socks for their visit. Put them into groups and let them meet their chaperone.
- Provide your chaperones with their Chaperone Planner and ensure that all of the times are correct.

During your Discovery Visit:

- When you arrive at the museum, Enter the lobby and a Program Facilitator will be there to greet you. If you are a single class, your group will be escorted to the Classroom for the facilitated portion of your visit. If there are two classes, one class will be escorted to the Classroom and the other will explore the museum until their set facilitated time.
- Please do not bring food or drinks in to the museum, with the exception of water bottles.
- You will receive a feedback form for your visit. Please feel free to fill it out during the visit, or send it back to us at a later date. After the facilitated portion, the small groups will be able to explore the museum for 75 minutes prior to the bus pick up time. At the end of your 2 hour Discovery Visit, groups will return to the classroom to gather their belongings, and the Program Facilitator will escort your group to the bus.
- The location of the classroom is starred on the map that is included in the Chaperone Planner.

If you have any questions at any point, please do not hesitate to contact us at programming@wonderhub.ca.