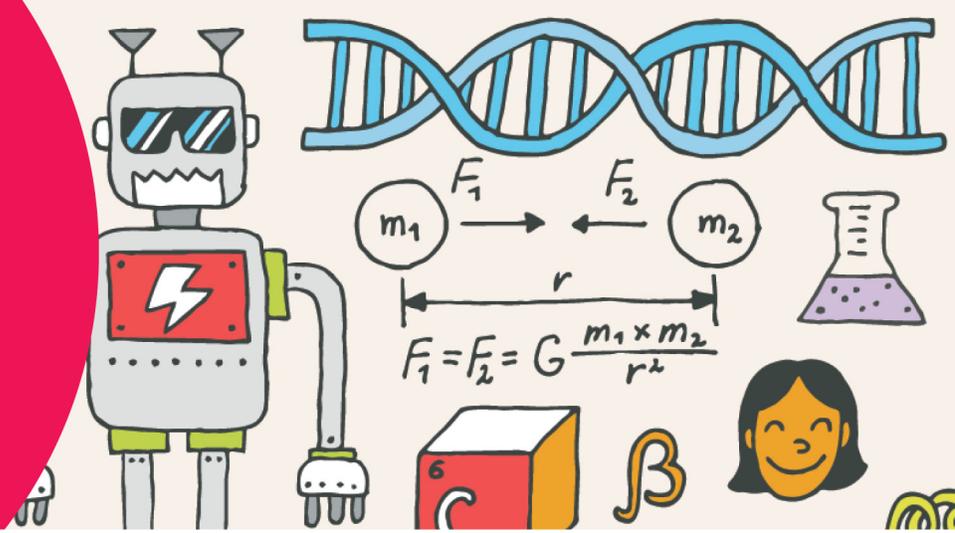


PLANNING YOUR VISIT



INFORMATION FOR PLANNING YOUR VISIT

Teachers may preview the museum free of charge at any time, by presenting proof of their teaching status at the admission desk.

Arrival

Your group should arrive at least 20 minutes prior to the scheduled start of your program. Upon your arrival, one of the museum hosts will come to your bus to greet your group. You will be escorted through the group entrance on the north side of the museum.

The museum opens at 9 a.m. and programs start daily at 9:30 a.m.



Payment

You will be asked for your booking information and an accurate head count upon arrival. Payment can be made by cash, credit, or cheque (made payable to the Canada Science and Technology Museum)

Personal Belongings

Cubbies and hooks are available for your group's personal belongings. A host will bring you to them upon your arrival. The museum is not responsible for the security of items left there.

Museum Code of Conduct

For the comfort and enjoyment of everyone please refrain from:

- smoking
- eating, drinking, or gum chewing outside of the allocated areas
- running
- crossing barriers intended to preserve our artefacts
- any conduct which is injurious or disrespectful to you, your fellow visitors, or museum staff

Lunch

Your group may bring their own lunches and eat it in the designated areas or under the tent, weather permitting. The Collective café may be open to purchase food and beverages, please check the hours in advance.

Please note that the museum cannot guarantee an allergy-free environment.

Name Tags

Please make name tags for your students which can be read easily by our educators. This will help them to quickly build a rapport with your class

Chaperones

During programs, museum educators encourage teachers and accompanying adults to participate and assist. During free time, proper supervision is essential to creating a safe, fun atmosphere at the museum. Teachers and supervisors are expected to remain with their students at all times.

Adult chaperones are included in the group price at a maximum ratio of one per four students for elementary groups, or one per six students for secondary groups. If you wish to have additional adults accompany your visit, they will be charged the [group rate](#).

Accessibility

The museum is committed to providing an [accessible environment](#). Please let us know if your group has any special needs upon booking, and we'll be happy to discuss specific accommodations!

Cancellation Policy

In the event of a cancellation, the museum must be notified at least two business days prior to the scheduled visit/program. A \$30 administration fee will apply, unless the program is rescheduled within the same school year. No refunds will be given for notice of cancellations less than two business days before the scheduled visit/program.

Further Questions?

Have any further questions? Feel free to contact us and we'll be happy to help.

Email: contact@IngeniumCanada.org

Telephone: 613-991-3044

Toll-free: 1-866-442-4416

Fax: 613-993-7923

First Aid

First aid is provided by visitor experience staff at the museum. A chaperone must remain with his or her charge at all times in the First Aid Room.

Chaperone Ratios

We strongly recommend the following minimum ratios for student supervision (by adults) when visiting the museum:

Preschool to Grade 8 (Ontario)	10:1
Preschool to Secondary Cycle 1 (Quebec)	
Grades 9 and up (Ontario)	15:1
Secondary Cycle 2 and up (Quebec)	