

Kohl Children's Museum Field Trip Registration Form For Waukegan Pop Up Museum

Please note that 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
DAYTIME PHONE	DAYTIME FAX	
EVENING PHONE	E-MAIL	
NAME OF PERSON FILLING OUT THIS FORM <i>(if different from above)</i>		

Program Preferences

TIME	9 – 10:30 a.m. 12:30 – 2 p.m.	10:45 a.m. - 12:15 p.m. 3 – 4:30 p.m.	AGE OF CHILDREN	2 - 4	5 - 6	7 - 9	Multi ages
DATE <i>(first choice)</i>	February		<i>(second choice)</i>	February			
SPECIAL NEEDS <i>(physical, cognitive, etc.)</i>							

Demographic Information *(for Museum statistics only)*

STUDENTS RECEIVING FREE OR REDUCED LUNCHES	<input type="radio"/> Less than 25%	<input type="radio"/> 25-50%	<input type="radio"/> 51-75%	<input type="radio"/> More than 75%
LANGUAGE	<input type="radio"/> English <input type="radio"/> Spanish <input type="radio"/> Other (please list) _____			

Please note: Maximum capacity for each field trip is 30 students.
If your group is larger than 30 students, please contact us for assistance.

	NUMBER OF CHILDREN <i>Not to exceed 30</i>	PRICE	TOTAL
FIELD TRIP		@ FREE =	FREE (Pop Up)
NUMBER OF CHAPERONES*		@ FREE =	FREE
TOTAL DUE =			FREE (Pop Up)

*The Museum requires a minimum ratio of 1 adult to 5 children



Mail or Fax form to:
Kohl Children's Museum
 2100 Patriot Boulevard
 Glenview, IL 60026
 p. (847) 832-6923
 f. (847) 724-6557

Field Trip Guidelines

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.

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.

Chaperones

- **A minimum of 1 chaperone (age 18 or older) for every 5 children is required.**

Our Location

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Bus Driving Directions

Urban Edge Gallery is located on the Northeast corner of W. Clayton Street and N. County Street. *Please arrive facing **west** so children can exit the bust directly in front of Urban Edge Gallery.*

Bus or Van Parking

After children have entered **Urban Edge Gallery**, busses may park in **Parking Lot D** on the southwest corner of Clayton Street and Sheridan Road.