

PENNYPICKLE'S WORKSHOP

Temecula Children's Museum

Field Trips and Group Visits

Thank you for considering a Field Trip or Group Visit to Pennypickle's Workshop.

We want you to have the best time ever!

Included in this packet is lots of information to help you get the most out of your visit. Please do not hesitate to call us at 951-308-6376 if you have any additional questions.

Who is Professor Phineas T. Pennypickle and what's so special about his Workshop?

From the time Phineas was a child, he was fascinated with imagination and invention. He envisioned ways to improve and revolutionize everything from electricity to communication to transportation. As his knowledge of the world, history, science, music, and art increased (from books, of course!), his house became filled with gizmos, gadgets, stuff, stuff, and more stuff. His entire home became his workshop and laboratory.

His experiments in time travel are the most interesting. From the time machine in his Library, Phineas has been able to travel throughout history to meet other famous inventors and scientists. His hand was in nearly every historic invention that mankind has known, and his friendships with Marconi, Edison, Houdini, and others are legendary. He is the author of several books on time travel (as seen in his Library at the Workshop) and his inventions like the "Illusionator", the "Philharmonicamatic" and the "Electrolight-o-later" are worth making a special trip to see.

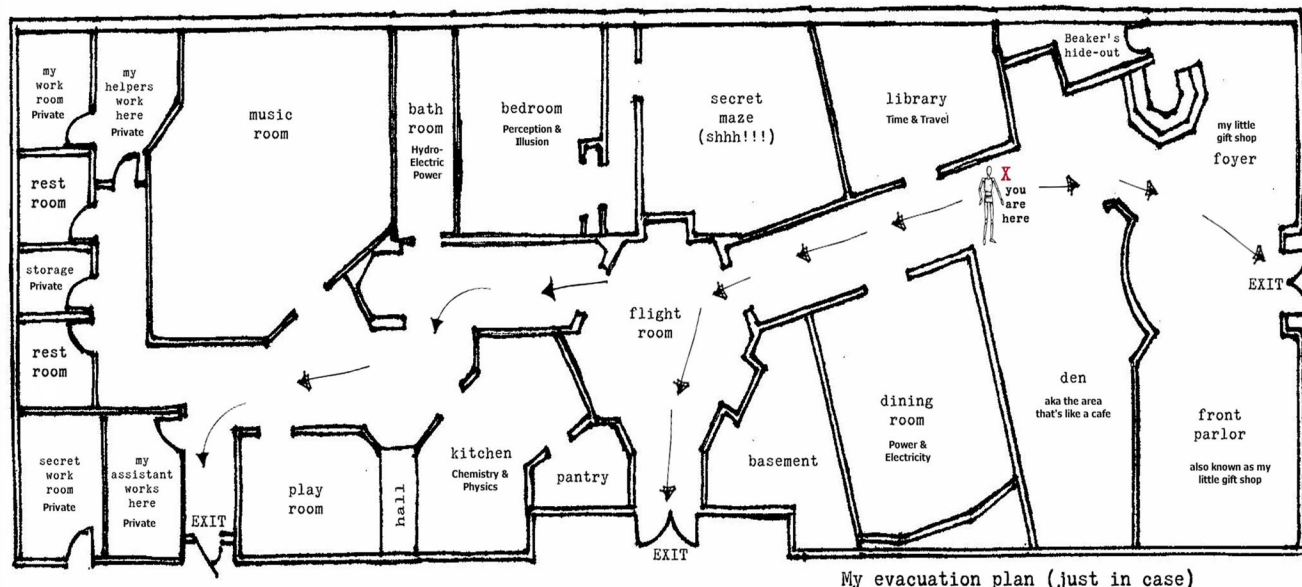
And oh, yes, almost forgot...the Professor has a fabulous sense of humor. He has transformed his bathroom into an Archimedes Screw contraption, the fireplace in the Library is actually a secret passage into the mysterious Maze Room, and his Peanut Butter & Jelly Sandwich-Making-Machine has to be seen to be believed. You definitely won't want to miss his SATTA—the Space and Time Travel Apparatus—that can take you all over the universe. Watch out for any black holes!

Lost in his world of imagination, Phineas is somewhat reclusive...not that he intends to be. He loves to think that he may be the inspiration for a new generation of thinkers and inventors. Maybe one of them will be a student who visited or attended a Field Trip!

Discover science as you play!

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 42081 Main Street, Temecula, California 92590 951-308-6376 | phineas@pennypickles.org

www.pennypickles.org



This map is a layout of Professor Pennypickle's Workshop! We have three exits that can be used in case of emergency. The two rest rooms are available for our guests and have changing tables.

The "Private" areas are the Professor's Assistants' work areas and are not accessible to the public. Heaven knows what they're cooking up in there for your science exploration fun!

Enjoy your visit to Pennypickle's Workshop - we are thrilled to have you here!

A Field Trip/Group Visit consists of 25 or more people of any age 18 months and over in order to receive discounted admission of \$9.00 per person.

Field Trips consist of 90 minutes of self-guided play in the Workshop. Field Trips may request a Science Demonstration Show during their reserved session for an additional charge of \$25 per session. Field trips will be scheduled during weekdays only (Tuesdays-Fridays). WE REQUIRE ONE CHAPERONE FOR EVERY 5 CHILDREN. All chaperones must be over 18 years old. There will be an additional \$25 charge per missing chaperone if this ratio requirement is not met.

Groups under 25 people will pay regular admission. We recommend making a reservation for any group that consists of 10 or more people. Pennypickle's Workshop does not guarantee admission to any group that has not made an advance reservation. Admission is based on space and availability. Unscheduled or unconfirmed reservations are not eligible for our group rate and if admitted will be required to pay the current regular admission rate. Groups must provide one adult chaperone for every 5 children and are subject to an additional \$25 charge per missing chaperone if that ratio is not met. Birthday parties are not considered a group entry... if you are celebrating a birthday, you will have to purchase a party package. Please call 951-308-6376 for package information.

Please note that there is no discounted admission for special events as they are produced for fundraising purposes.

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Reserving a Field Trip

To request a reservation, please email fieldtrips@pennypickles.org or call 951-308-6374.

A non-refundable deposit of \$45.00 per 90 minute session reserved is required to guarantee your time slot. We will send an invoice to the group leader after the reservation is guaranteed showing the deposit paid and balance due. The balance is due at time of the field trip UNLESS your school would like to mail a check, in which case the pre-payment is due TWO WEEKS prior to the scheduled field trip. We're sorry but there will be no refunds given if any members of the group are a no-show after the balance is paid. Purchase orders are not accepted.

Field Trip reservation cancellations will require 14 business days' written notice by email to fieldtrips@pennypickles.org. Please include the following information: Name of school/organization, Contact person, Date of trip, Reason for cancellation.

Reservation cancellations MUST be made by email and NOT by phone. We will make every effort to reschedule the Field Trip if possible and we will credit the deposit if a future trip is scheduled. If the trip is not rescheduled (put on the calendar) within a seven-day period, the deposit is non-refundable. If the trip is pre-paid by check, there will be no refunds but the trip may be rescheduled. Again, we must have a new date for the rescheduled field trip within 7 days of cancellation.

Payment

The final payment for your group's admission is due on the day of your field trip. Again, we apologize but there will be no refunds given if your trip is pre-paid by check and any members of the group are a no-show. Your group will be charged for the actual number of children and adults that attend your field trip. The deposit of \$45.00 has paid for the first 5 children. The balance due will be for the remainder of the visitors, both children and adults.

Acceptable forms of payment

Please be prepared to pay the balance due when you check your group in. If your district prefers to mail payment directly to us, it must arrive at least two weeks before your scheduled field trip. Payment may be mailed to Pennypickle's Workshop Field Trips, 42081 Main Street, Temecula, CA 92590. Remember, there will be no refunds if the check includes visitors who are not attending.

Cash: Please collect all admission fees from the children and chaperones attending the field trip before reporting to the desk. Individuals paying for their own admission or checking in separately from the rest of the group will be charged our current general admission fee. It helps speed up the process if you sort bills by denomination before arriving at the counter. Please make sure all money is counted correctly.

Check: Checks should be made payable to Pennypickle's Workshop. Checks will be accepted for the exact amount only and there will be no refunds if there are no-shows in your group.

Credit Cards: We accept Visa & MasterCard.

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Before Your Field Trip

We recommend that you designate a Group Leader. The Group Leader is one teacher or adult who has been assigned to be the primary contact with Pennypickle's Workshop during your group's visit. If your group consists of more than one class, please select one teacher to represent all your classes. The Group Leader must attend the field trip.

The Group Leader is responsible for notifying all teachers and Pennypickle's staff of any changes made to your reservation regarding the field trip date or changes in your group size.

Only the Group Leader needs to report to the desk to check in your group. All other teachers and chaperones can remain with the group.

- The Group Leader will be responsible for balance due at the front desk. We accept Visa, MasterCard, checks or cash. Sorry, no purchase orders.
- We require one adult chaperone for every five children. Chaperones must be 18 years of age or older. Chaperones are considered members of the group and will be charged the same admission price as the students. Chaperones are responsible for the behavior of the children they are supervising while in the Professor's house – please stay with the children in your group and be available should they have questions or require your assistance.

Final Payment is due on the day of your visit.

Please make sure that either your district has prepaid by mail or that you have the balance due ready to bring with you at the time of the Field Trip. We accept the following forms of payment: Cash, check made payable to Pennypickle's Workshop, or credit card. We do not accept purchase orders for payment.

Please have your group count ready when you check in.

Just a reminder:

Plan to arrive 15 minutes before your scheduled entry time to allow time for check in and to receive a brief orientation.

Arrive earlier if you plan to have the children eat a snack or lunch prior to your scheduled time.

Allow extra time for your group to gather if you are traveling by carpool. Your entire group should be at Pennypickle's before checking in with our staff.

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On the Day of Your Visit

Check In

Please follow instructions that will be given to you by our staff on the day of your visit.

- Your group should line up on our front porch and a staff member will greet them there. Upon arrival, please have the group leader come to the desk to check in.
- Please be sure of group numbers. **REFUNDS ARE NOT AVAILABLE.**
- Your group leader will report to the front desk and pay the balance due in one single transaction. If chaperones need to pay please collect all monies and make one payment. All other teachers and chaperones should stay outside with your group.

About your Visit

Your visit is 90 minutes in length. The Museum does not provide guided tours, but should you require assistance, please locate one of the professor's assistants.

Restrooms are available at the back of the Workshop during your 90 minutes session. Prior to and after your session time, we can make restrooms available next door in the theater courtyard.

Pennypickle's Workshop is not responsible for lost or stolen items so be aware of everyone's belongings.

Pennypickle's Workshop Etiquette

Just like visiting a friend, the Professor's Workshop and his exhibits should be treated with respect. While visiting the Professor's house, good behavior and consideration of other visitors are expected from the children and adults in your group. Children must stay with their chaperone. Chaperones are expected to actively engage and/or supervise their assigned children at all times.

For safety reasons, we ask all visitors to walk while in the Workshop. Please encourage children to use walking feet and inside voices while they visit the Professor's house. Food and drinks are not allowed in the exhibit areas. No gum allowed.

Pennypickle's Gift Shop

Pennypickle's offers really fun things at affordable prices. We encourage the kids to spend their allowance! To avoid crowding, we recommend children visit the store in small groups and space their visits throughout your stay.

An adult must accompany children when visiting the store.

Please remind the children that although the Professor loves it when they touch exhibits in his Workshop, the items in the store are for sale and should be treated as such.

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