



IMPORANT INFORMATION FOR SCHOOL GROUPS

If you have more questions about your upcoming school visit, contact SCI's Sales Office

PHONE: 515-274-6868 ext. 222

FAX: 515-274-1468

EMAIL: sales@sciowa.org

WEB: sciowa.org/schoolvisits

CHANGES IN ATTENDANCE

Refunds cannot be issued if the number of people in your group changes the day of your visit. Please notify sales@sciowa.org at least one week prior to your visit if your numbers change.

CANCELLATIONS

Please notify SCI of cancellation in writing via email or mail no later than two weeks prior to your visit in order to receive full refunds or to change the date of your visit.

PHOTO RELEASE

Your group may be photographed or recorded while at SCI for promotional purposes. The Science Center of Iowa assumes that all participants grant permission for the use of their likeness in this manner unless expressly stated otherwise prior to your visit.

PAYMENT

Please make payments in cash, check, or credit card (Visa, MasterCard, Discover and American Express). You may mail the payment in advance along with your invoice to:

SCIENCE CENTER OF IOWA

Attn: Sales Office

401 W. Martin Luther King Jr. Parkway

Des Moines, IA 50309



FREQUENTLY ASKED QUESTIONS FOR SCHOOL VISITS

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WHAT IS YOUR CHAPERONE POLICY?

SCI requires a 1:10 school staff chaperone to student ratio. School staff receive free general admission when accompanying a school visit.

CAN WE BRING ADDITIONAL CHAPERONES?

Yes! If your school allows additional adults or parents to join on your visit to SCI, we ask that you limit the number attending. SCI cannot guarantee space for additional adults or parents to join your school during scheduled lunches, science demonstrations and other additional scheduled programming outside of the confirmed number of students and adults paid for by the school.

Starting school year 2023-2024, if your school plans on allowing parents to attend, parents will need to pay at the Visitor Services Desk when they arrive that day. Parents will be charged a reduced fee of \$7 for general admission. Parents are not considered chaperones for your visit unless they are part of your 1:10 teacher/chaperone to student ratio.

CAN I PREVIEW THE SCIENCE CENTER OF IOWA PRIOR TO MY GROUP'S VISIT?

Yes! Once your visit is booked, your group leader can show a copy of your visit confirmation at the Visitor Services Desk for complimentary SCI admission to preview the experience before your visit.

CAN A STUDENT USE HIS/HER FAMILY'S SCI MEMBERSHIP TOWARD SCHOOL VISIT ADMISSION?

Since customized programming is provided during school visits, individual memberships are not accepted.

CAN EACH STUDENT PAY INDIVIDUALLY?

In order to receive discounted group and school pricing, one payment is required upon check-in.

WHAT IF THE WEATHER IS BAD?

For information on weather-related closures, call 515-274-6868 or visit www.sciowa.org. If your school and/or SCI is closed due to weather, any advance payments will either be refunded or credited toward a rescheduled visit. SCI will make every effort to reschedule your group at your earliest convenience.

WHAT IF MY GROUP IS RUNNING LATE?

Please call SCI immediately at (515) 274-6868. Programs cannot be guaranteed if you arrive after their scheduled start, but SCI will make every effort to accommodate you if possible.

HOW DOES LUNCHTIME WORK?

During the school year (September-May), lunch space is provided for school groups **ONLY** on Tuesdays. On Fridays during the school year (September-May) and during summer break (Wednesday, Thursday and Friday June-August), your group is welcome to eat outdoors or on your bus. Please indicate if you need space on your booking form.