

We are happy to answer any of your questions. If you cannot find the answer to your question below please contact us: [therockprogram@calacademy.org](mailto:therockprogram@calacademy.org) or 415-379-5861.

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## **Before You Apply**

*Who can apply for a Rock Fund Field Trip?*

[Rock Fund Field Trips](#) are available for **all 4<sup>th</sup> and 5<sup>th</sup> grade classes in San Francisco.**

*How much does it cost?*

Admission for ALL San Francisco school groups is free.

*How is a Rock Fund Field Trip different from other school field trips?*

The Rock Fund covers up to \$500 for each class to use for transportation costs. Additionally, classes get to participate in educational programs led by professional educators. These programs can be taught in English, Cantonese, Mandarin, and/or Spanish.

*What kind of field trip programs can we choose from?*

We have several hands-on programs and interactive Planetarium shows for you to choose from. Refer to the [program flyer](#) for more information.

*When can we visit?*

Generally, field trips can be scheduled on most Mondays to Thursdays during the school year. When you apply you will be asked to select 5 dates that you are interested and available for field trips.

*How many students or classes can I bring?*

Each [online application](#) may include up to 2 classes of 36 students. If you need to bring a larger group, simply submit a second application for the extra classes. Please note that there are only spaces for two classes to participate in a hands-on program each day. The planetarium shows can accommodate up to 6 classes per day.

*How many chaperones should I bring?*

We require a minimum of 1 adult per 8 students

You may bring a maximum: 1 adult per 4 students

If your group requires additional adult chaperones for special need students please let us know in your application.

### *Can I bring more chaperones if I've exceeded the limit?*

Yes. However, you must pay full admission per extra adult.

### *How can we see a Planetarium show?*

To see a Planetarium show, please select the interactive Planetarium show as your preferred program. In order to accommodate as many classes as possible, we can only offer **one program per class per school year**. Planetarium show passes will not be distributed to school groups without reservation prior to the visit.

### *What if I need to reschedule or cancel our field trip?*

Please contact us as soon as possible at [therockprogram@calacademy.org](mailto:therockprogram@calacademy.org) or (415) 379-5861.

## **Planning the details of your day**

### *I can't find my confirmation email! What do I do?*

To receive a copy of your confirmation email, contact [therockprogram@calacademy.org](mailto:therockprogram@calacademy.org) or (415) 379-5861.

### *What time should I arrive?*

Please arrive at least 15 minute prior to your scheduled program to give us time to process your order and direct you to the classroom or the show.

### *What transportation options do we have?*

You can get here via school bus, public transportation, or carpool. We will reimburse up to \$500 per class.

- a) SFUSD must arrange buses directly through the District transportation office using [this form](#). Make sure your form says that you are part of the "Rock Fund Program" using code **CAS2019**. (Please DO NOT request the free district school bus.)
- b) Other schools can reserve their own bus. We recommend contacting Michael's Transportation Service Inc. at **1-800-295-2448** using code **CAS2019**.

### *Can we do explore the museum before and/or after our scheduled program?*

Yes, your field trip includes free admission to the museum. Feel free to arrive any time after 9:30 am when the museum opens to do a self-guided tour. For ideas on how to focus student exploration in the exhibits please visit: [www.calacademy.org/educators/exhibit-scavenger-hunts](http://www.calacademy.org/educators/exhibit-scavenger-hunts).

### *What's the parking situation?*

Cars may park on surface streets for a limited time (up to 4 hours in Golden Gate Park) or in the underground city garage. The bus loading/unloading zone is located at the front of the Academy. City parking for buses is available behind the Music Concourse Bandshell for a low fee.

### *What paperwork do I have to bring to the entrance?*

Bring a copy of your confirmation email, and please have your [School & Group Admission Form](#) ready. A Guest Services associate will meet and direct your group to the appropriate line. Expect entry to take up to 10 minutes.

### *What if we're running late?*

Please contact us immediately at (415) 379-5861. Remember that your entire group must be present before you can be admitted to the museum, so plan accordingly when carpooling.

### *How can I prepare my chaperones?*

Download our [Chaperone Guide](#) for ideas on how to facilitate student learning! The Chaperone Guide is available in English, Spanish, or Chinese.

***What drop-in programs are available on the day of my visit?***

Schedules for daily presentations can be obtained in the lobby on the day of your visit. Or, pre-plan by viewing the [daily event calendar](#).

***Where can we eat lunch?***

We recommend eating lunch in the Piazza, East Garden, or West Garden. We regret that storage for lunches is unavailable. You can pre-order [boxed lunches from the Academy cafe](#).

***Can we take photographs?***

Yes. Please avoid using a flash and do not take pictures where signs forbid it. Tripods can be set up in certain locations, but not in a thoroughfare (e.g., the ramp up the Rainforest dome).

***Can we exit and re-enter the museum on the day of our visit?***

Yes, since you can receive a hand stamp at the exit door. Students may not leave or enter the Academy without a teacher or chaperone.

***What happens if we lost a student, or need first aid?***

For lost children or first aid, please go to the Security Office located near the Swamp or flag down the closest employee on the public floor.

***What other services do you provide that might be useful?***

For lost and found items, go to the Coat Check in the front lobby. An ATM is also located nearby. Wheel-chairs are available on a first-come, first-served basis for those in need. A family restroom is located on the main floor near the Swamp.