



## Kiewit Luminarium Field Trip FAQ

**Thank you for scheduling your students to visit Kiewit Luminarium**, a discovery center for learners of all ages and backgrounds to explore, engage and experiment within their own curiosity. With more than 125 open-ended exhibits, your experience at Kiewit Luminarium will never be the same twice.

### Field Trip Pricing

Field trips are designed for school groups, Grades 2-12.

Teachers & Chaperones:	complimentary for every 10 students
Students (Grades 2-12):	\$ 10.00 per student + tax <sup>^</sup> *
Additional Chaperones (on school invoice)	\$ 10.00 per adult + tax <sup>*</sup>
Additional Chaperones (self-pay on site)	\$ 10.00 per adult + tax

- In order to receive the group rate, please have one person pay for your group
- Public & private schools have the option to be invoiced after the field trip
- Memberships, coupons, and library passes are not accepted for participants of the field trip group
- <sup>^</sup> Thanks to a generous donor, schools with a majority of students qualifying for the Federal Lunch Program are eligible for a reduced student rate. For a listing of other financial assistance, available on a first-come, first-served basis, visit [this link](#).
- <sup>\*</sup> tax exempt Nebraska school districts who have not visited in the past year must provide a completed Nebraska Form 13 to qualify, available at [https://revenue.nebraska.gov/files/doc/tax-forms/f\\_13.pdf](https://revenue.nebraska.gov/files/doc/tax-forms/f_13.pdf)

### Field Trip Structure

Field trips are designed to engage your students in portions of the Kiewit Luminarium that align with your grade-level standards or concepts, as well as to explore and discover other S.T.E.A.M. concepts and practices. Your visit includes:

- Personal whole-group welcome in the Field Room, followed by Luminator-led, small group facilitations at several exhibits aligned with the stated goal for the visit
- 45 to 120 minutes for teacher/chaperone-facilitated in-depth exploration of the Kiewit Luminarium. As small groups, explore exhibits of teacher's choice and/or students' choice related to grade level standards; see "Constructing Explanations" and "Scavenger Hunt" for suggested activities prepared for you by Kiewit Luminarium





- Optional: access to an indoor space for 25 minutes to eat sack lunches brought by the group, or go outside to the adjacent city park to eat lunch and explore the RiverFront's Discovery Playground

### Typical Schedule:

Arrival Time	9:30	10:20	11:00
Whole Group Welcome led by Luminators in the Field Room	9:30-9:35	10:20-10:25	11:00-11:05
Small groups of 8-12 students each on floor facilitated by Luminators (A school-designated chaperone is required to remain with each small group)	until 10:15	until 11:00	until 11:30
Chaperone supervised tour of museum	10:15 on	11:00 on	11:30 on
Indoor Lunch (in Field Room)*	11:30-11:55	12:00-12:25	12:30-12:55

\*Weather permitting, you can choose to eat outside at any time

A 2-minute video overview of the field trip experience is posted on the Kiewit Luminarium YouTube channel at <https://youtu.be/NDriIODvgZY>

Visit [kiewitluminarium.org/field-trips](http://kiewitluminarium.org/field-trips) for a list of standards/concepts by grade level\*

From 10:30 until 3:00, all field trip guests have access to engage in public demonstrations at our Curiosity Stations. These brief interactive opportunities are led by Luminators as part of normal operating programming. Upon your arrival, the day's schedule will be shared with your chaperones.

### Prior to Your Visit

1. Read the entirety of this document and communicate all expectations and information with all chaperones. A 2-minute video to help educators and chaperones visualize the flow of the visit is posted on the Kiewit Luminarium YouTube channel at <https://youtu.be/NDriIODvgZY>
2. As the person connected to the reservation, you (or a designee) serves as the group contact/group leader. The group leader will be responsible for:
  - A. Obtaining an exact count of children and/or adults prior to check-in. **One adult chaperone for every 10 students for elementary students is required.**
  - B. Checking in with the Field Trip Luminator, who will provide the final count to the Welcome Desk. If you have chosen not to be invoiced, provide payment to the Welcome Desk.
3. Ensure that you have your group's schedule for the day. Identify which students are assigned and accountable to each chaperone. All field trip groups will benefit from pre-assigned





groupings to streamline the orientation process upon your arrival, as well as to support you and your chaperones with supervision. See the “[Sample Schedules](#)” document for some ideas that other schools have used in the past.

4. If your students might benefit from a preview of the spaces you will be visiting, we have a social narrative available in the “[Sensory and Social Resources](#)” tab at <https://kiewitluminarium.org/accessibility/resources-and-accommodations/>.
5. Prepare your payment.
  - A. Individual payments for group visits will not be accepted. If paying by cash, the payment for the entire group must be collected and counted prior to check-in. As a school you have the option to be invoiced after your visit.
  - B. Kiewit Luminarium memberships and other discounts are not accepted for group visits.
  - C. You may pay via cash, credit card, or check.
  - D. If this is the first visit by your Nebraska school district and requesting Sales Tax Exemption, please provide a completed Form 13. Blank forms are available at [https://revenue.nebraska.gov/files/doc/tax-forms/f\\_13.pdf](https://revenue.nebraska.gov/files/doc/tax-forms/f_13.pdf). Unfortunately, schools outside of Nebraska are not eligible for tax exempt status.
6. Prepare your groups and chaperones. Suggested handouts include:
  - [Chaperone Tips document](#)
  - *A schedule you have for each group*

## What If We Are Running Late?

We will have Luminators scheduled to meet your group. If you are running late, please leave a voice message at **402-502-3366** or email [fieldtrips@kiewitluminarium.org](mailto:fieldtrips@kiewitluminarium.org) to provide an update on your estimated time of arrival.

## When You Arrive

1. Follow drop off instructions provided on the following pages. A Luminarium staff member will be outside to greet school buses
2. Your entire group will enter Kiewit Luminarium for whole-group orientation. Most groups will be directed to the Field Room, where you will have access to cubbies to store coats, lunch baskets, coolers, and other belongings
3. Check in with the Luminarium staff, provide the final count and, if you have not chosen to be invoiced, complete your payment





## Orientation Session

1. A Luminarium staff member will welcome your whole group, answer questions you may have, and cover logistical details and rules. Then a team of Luminators each will introduce groups of 8 to 12 students to explore one exhibit as a group. There is no right or wrong way to engage with our exhibits, but this 15-minute welcome and orientation will provide a few tips on how to start.
2. The Luminarium staff from your orientation will not stay with your groups throughout your entire visit, but staff are available throughout the galleries to answer questions, facilitate a few exhibits to deepen students' connections with state standards, and lead Curiosity Station demonstrations. Just look for the people in the blue vests and ask them what is their favorite exhibit in the gallery.
3. If you would like to receive orientation in a language other than English, or have other requests, please let us know so we can do our best to accommodate you.

*A 2-minute video overview of the field trip experience is posted on the Kiewit Luminarium YouTube channel at <https://youtu.be/NDriI0DvgZY>*

## Exploring the Kiewit Luminarium

Chaperones can help students deepen their experiences at the exhibits. They do not have to be a science expert, just a good explorer! Kiewit Luminarium is a big place, so don't worry about trying to see every exhibit. Students may retain more if they have time to explore fewer exhibits in more depth. It is okay to take breaks from concentrated investigations and just enjoy the visit. Let students try an exhibit before they read the exhibit label. Playing is a good way to learn.

Ask students open-ended questions to help them explore. Remember that teachers and chaperones do not have to provide the answers or full explanations. Encourage your group to be curious during the visit by asking questions like:

- What do you see (hear, feel, smell, etc.)?
- What happens when . . . ?
- Can you find a way to . . . ?
- Does anything surprise you?
- What do you like about this exhibit?

## Worksheets

Written assignments chosen by teachers can help students have a more focused and fulfilling experience at the exhibits, but we encourage students to look deeply into fewer exhibits, rather than a shallow visit to many exhibits. Encourage students to explore an exhibit before responding to





worksheet questions. This will give them a broader perspective of the exhibit. The best responses on worksheets come from the students' own experiences and ideas.

Optional tools for student exploration:

- *A Slow Scavenger Hunt*
- *Constructing Explanations*
- *Connecting Concepts*

## Food Policy

We have cubbies where your group members can store bag lunches and floor space for large coolers you provide. We do not have capabilities to cool or heat individual lunches.

Group reservations include 25 minutes of access to the Field Room for eating bag lunches you bring with you. Be aware that other school groups are also scheduled for indoor lunch times in the Field Room, so you and your students may be eating at a different time than your usual lunch time.

Weather permitting, groups are invited to eat outside in the city's Riverfront parks nearby:

- Lewis & Clark Landing to the south and east of our building
- Heartland of America Park  $\frac{1}{3}$  mile south of our building
- Gene Leahy Mall  $\frac{1}{2}$  southeast of our building
- Bob Kerrey Pedestrian Bridge  $\frac{1}{4}$  mile north of our building

If you plan to use one of these park spaces for lunch, please contact the RiverFront through <https://theriverfrontomaha.com/field-trip-request-form/>. In the "Comments" section, note the size of your group so adequate trash cans will be available.

Seating inside and outside Fig Café is reserved for restaurant patrons.

## Store

The Kiewit Luminarium store sells souvenirs, books, manipulatives, and other items to extend curiosity and exploration after your visit. *One adult chaperone must accompany students, with no more than five students in the store at a time.*

## Group Etiquette and Supervision

Please be respectful of our exhibits, staff, and other visitors while at Kiewit Luminarium. Students should be supervised at all times by chaperones identified by your group. *We require at least one adult chaperone per 10 elementary students for safety purposes.*





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The Geometry Playground in the “Make It Count” exhibit on the 2nd floor is accessible starting at 10:00 a.m. At least one adult for every 10 students is required to stay and supervise students in the Geometry Playground if any of your students are within the playground area. This area will have entry restricted when it reaches capacity. So other school groups and guests can utilize this space, please **do not schedule or send large groups of students at any one time** to the Geometry Playground, and please limit each group to no more than 10 minutes in the Geometry Playground. Please encourage students to keep shoes on their feet and to follow your school’s expectations for indoor play.

## Accessibility

Kiewit Luminarium is committed to accessibility, diversity and inclusion. 70% of our exhibits are wheelchair accessible with additional elevator access. In addition to physical accommodations, Kiewit Luminarium also provides sensory kits for every individual to truly explore. For more information, visit our [accessibility page](#).

If your students would benefit from a sensory map or a visual representation of social interactions at Kiewit Luminarium, please utilize our “Sensory and Social Resources” on the [accessibility page](#).

## First Aid

Contact any Luminarium staff member on the floor or at the Welcome Desk.

## Driving Directions & Drop Off

Please communicate to your driver(s) about arrival and pick up procedures. To provide a safe arrival, we highly recommend school buses approach Kiewit Luminarium from the south (east on Douglas Street, then north on Riverfront Drive) and pull off of Riverfront Drive to arrive in the drop off lane with the exit door facing the building. The drop off lane is designed to avoid blocking traffic on Riverfront Drive and for safe deboarding. Be aware of an active railroad crossing underneath the I-480 bridge.

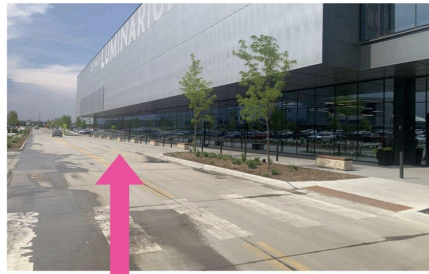
If arriving by school bus from the north (Cumming/Abbott Drive, then south on Riverfront Drive), please instruct the driver to drive through the parking lot directly west of Kiewit Luminarium, then turn left back on to Riverfront Drive and pull off of Riverfront Drive into the drop off lane with the exit door facing the building. The drop off lane is designed to avoid blocking traffic on Riverfront Drive and for safe deboarding.



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Bus drop off cut out



At main entrance facing north

## Parking

**Conventional (standard-sized) Buses:** Since we do not own or manage the surrounding parking lots, if your number of buses changes from your initial request, please let us know how many buses will require parking during your visit. We will make arrangements to reserve an area off-site for the bus

**Shorter Buses, Vans, and Cars:** Park for free in the lot immediately west of Kiewit Luminarium.

Please do not park in the parking lot to the north of the building. This is staff parking only.

Accessible parking is available on the west side of the building. You may access the building through the main door.

## Lost & Found

Please check with the Welcome Desk. If you discover you are missing an item after departing, please leave a voice mail at **402-502-3366** or email **fieldtrips@kiewitluminarium.org**.

## Cancellation Policy

If your group does not show without prior notification, or cancels with less than three weeks notice, a \$75 cancellation fee will be charged.

## Inclimate Weather Policy

In the event of inclement/hazardous weather resulting in the closure of Kiewit Luminarium and/or schools, a member of our team will contact you to discuss rescheduling options.



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## Post-Visit Feedback

The contact person will receive an electronic feedback form after your group's visit. This information will be compiled to enhance future experiences as we continue to develop the field trip programming.

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