



LOUISIANA CHILDREN'S  
**DISCOVERY**  
Center

# Field Trip Application

113 North Cypress Street  
Hammond, LA 70401

## Hours of Operation

Tuesday - Friday: 10:00 am – 4:00 pm

Saturday: 10:00 am – 5:00 pm

Sunday: 1:00 pm – 5:00 pm

**Phone 985-340-9150 | Fax 985-340-9156**

[www.lcdcofhammond.org](http://www.lcdcofhammond.org)

[lcdcofhammond@gmail.com](mailto:lcdcofhammond@gmail.com)

**Where Families Discover a New Way to Play!**

## Planning Your Visit!

### Please Note before Proceeding:

To ensure the best experience for your group, **the Discovery Center is geared towards the grade levels of Pre-K to 2<sup>nd</sup> Grade.** While our staff is here to help make your trip a great experience, please remember that we always defer to the teachers, staff and chaperones for behavior of your students.

Please call or email if you have any questions regarding the age of your group.

### Group Rates:

In order to receive discounted admission rates, **group total must be 20 children or more and scheduled at least 2 weeks in advance.** Please book your trip early; **dates fill up quickly.**

#### Public Schools – Tax Form R1056 must be submitted with payment

☎ \*\$7 per Student and \$5 per Chaperone

#### Private, Parochial, and Home School – Louisiana sales tax must be collected

☎ \$7 plus tax per Student and \$5 plus tax per Chaperone

\*Teachers and School Employees are admitted free

Full payment is due upon arrival and should reflect the final confirmation invoice. Cash, checks and all major credit cards are accepted. Checks can be made out to Louisiana Children's Discovery Center or LCDC. **All chaperones attending must be accounted for and included in the group payment. You will receive wrist bands for the chaperones the day of your visit. Per our policy, we will not admit any adult not included in the final confirmation.**

### Lunch at the Discovery Center

A lunchroom will be available upon request. We ask that all food and beverage items stay in the lunchroom at all times. Please empty any unfinished liquids in the sink before disposing the containers.

### Discovery Center Capacity:

We can accommodate no more than **100 guests (adults and children)** at a time and recommend scheduling multiple days for groups with larger numbers. Please call ahead if you have any questions regarding capacity.

**Membership cards, discount offers and/or free passes are not valid for group rate admissions. Please share this with your parents!**

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## RESERVING YOUR VISIT

To make your reservation, fill out and return the "Request Form" (p. 5) of this application. Please book your trip as early as possible so that we may accommodate you with the date that best fits your schedule.

A confirmation invoice will be sent after your request form has been processed. This will include the date of your visit, number of guests in your group and a total balance due by the day of your visit. Please thoroughly look over this information to ensure its accuracy.

You have until the day prior to your visit to make any changes to your reservation, after which all numbers are final. We understand that children may be absent the day of your visit; however, **we will accommodate for NO MORE THAN 10 ABSENTEES once your confirmation has been finalized.**

Full payment is due upon arrival and should reflect the final confirmation invoice, with regards to absentees (see above). Acceptable forms of payment include: cash, checks, and all major credit cards. Checks can be made payable to Louisiana Children's Discovery Center or LCDC.

## Cancellation Policy

Please provide a 1-week (minimum) advanced notice if you need to cancel or reschedule your trip. Any trips canceled will be required to pay in advance before scheduling your next trip.

(Exceptions: Any school or LCDC closure or unsafe weather related situation.)

## Sick Child Policy

In order to provide a healthy environment, we ask that anyone refrain from visiting the center that has or displays any of the following symptoms:

- 📍 COVID-19 or any variant of the SARS virus
- 📍 Fever, vomiting and/or diarrhea
- 📍 Severe cold with sinus drainage
- 📍 Lice
- 📍 Pink eye
- 📍 Impetigo (a contagious infection of the skin caused by staphylococcal and streptococcal bacteria and characterized by blisters that form yellow-brown scabs)
- 📍 Strep throat, influenza, measles, mumps, rubella, roseola, chicken pox or any other transmittable disease.

**LCDC STAFF has the right to deny entry based on their observation of illnesses above.**

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# FIELD TRIP REQUEST FORM

**We can accommodate groups from Pre-K to 2<sup>nd</sup> Grade, NO LARGER THAN 100 PEOPLE per group.**

Name of Group: \_\_\_\_\_ Group Leader: \_\_\_\_\_

No. of Students: \_\_\_\_\_ Grade: \_\_\_\_\_ No. of Chaperones: \_\_\_\_\_ No. of Teachers: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Parish: \_\_\_\_\_

## Please check what type of organization you are:

☐ Public School ☐ Private School ☐ Home School ☐ Daycare ☐ Other \_\_\_\_\_

**\*Please provide tax form R1056 with your payment if you are a public school**

Please share your top three choices for the time/date of your field trip.

**Reservation times are Tuesday – Friday between 10am – 1pm**

Please call with questions about availability.

	Date of visit	Arrival time	Departure time
1 <sup>st</sup> choice			
2 <sup>nd</sup> choice			
3 <sup>rd</sup> choice			

## Would you like to use our room for lunch?

☐ Yes Please ☐ No Thank You (Eating Elsewhere)

Full payment is due upon arrival and should reflect the final confirmation invoice. **We will accommodate for no more than 10 absentees after invoice has been finalized.** (see p. 3) All persons attending must be included in the final payment. **We will not admit adults who have not been accounted for and paid through the organization** (see p. 2 for group rates)

After completion of this form, please submit via the following (ASAP).

Fax: 985-340-9156 | Email: [lcdcofhammond@gmail.com](mailto:lcdcofhammond@gmail.com) | Mail: PO Box 1765 Hammond, LA 70404

**A confirmation will be sent once your date is reserved. Please do not assume your date is secure until you receive a confirmation letter.**

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# YOUR MAP TO DISCOVERY!



\*Map is not to scale!

"Where families discover a new way to play"

## DIRECTIONS TO LCDC:

### From the North:

1. On I-55 continue to Exit #, University Drive
2. Take University Drive exit and turn left onto University Drive
3. Continue on University Drive until you reach Oak Street (the corner of SLU & the Fire Department)
4. Turn right onto Oak Street and continue until you reach W. Charles Street (Cate Square Park on the right)
5. Turn left onto W. Charles, cross over the RR & Cate Street
6. Turn right at N. Cypress and we are on your right

### From the South:

1. On I-55 continue to I-12 and take I-12 East towards Slidell
2. Continue to Exit #, Hammond Square Mall/Hospital exit and turn left onto Hwy 51
3. Continue on Hwy 51 into downtown Hammond.
4. Cross over W. Thomas (Hwy 190) and E. Thomas (Morris Ave)
5. Turn right onto E. Charles Street at La Carretta & Post Office
6. Cross over the RR & Cate Street
7. Turn right at N. Cypress and we are on your right

### From the East:

1. From I-12 continue to Exit #, Hammond Square Mall/Hospital exit and turn right onto Hwy 51
2. Continue on Hwy 51 into downtown Hammond.
3. Cross over W. Thomas (Hwy 190) and E. Thomas (Morris Ave)
4. Turn right onto E. Charles Street at La Carretta & Post Office
5. Cross over the RR & Cate Street
6. Turn right at N. Cypress and we are on your right

### From the West:

1. From I-12 continue to Exit #, Hammond Square Mall/Hospital exit and turn left onto Hwy 51
2. Continue on Hwy 51 into downtown Hammond.
3. Cross over W. Thomas (Hwy 190) and E. Thomas (Morris Ave)
4. Turn right onto E. Charles Street at La Carretta & Post Office
5. Cross over the RR & Cate Street
6. Turn right at N. Cypress and we are on your right

## YOUR DISCOVERY CONNECTIONS!

### Our website:

[www.lcdcofhammond.org](http://www.lcdcofhammond.org)

### Become a Fan on Facebook:

[facebook.com/lcdcofhammond](https://facebook.com/lcdcofhammond)

### Follow us on Instagram:

[instagram.com/lcdchammond](https://instagram.com/lcdchammond)



### Physical Address:

113 N. Cypress Street  
Hammond, LA 70401

### Mailing Address:

PO BOX 1765  
Hammond, LA 70404

### Phone/Fax:

Ph: 985-340-9150  
F: 985-340-9156