

Field Trip Overview for Teachers and Chaperones

Arrival

- Groups must arrive on time. If you are delayed teachers are required to call 413.263.6800, ext. 322, and leave a message.
- Late arrivals result in shortened programs or will be placed in other programs.
- Refunds are not issued for shortened programs due to late arrivals.
- Early arrivals will not be admitted to any museum more than 15 minutes early. Early groups may tour the outdoor Dr. Seuss Sculpture Garden.

Bus Drop Off Location/ Parking

- Teachers must provide bus drivers with a copy of the directions.
- Buses must drop students off at the open gate on Chestnut Street behind the D'Amour Museum of Fine Arts on the right side of the street.
- Groups should then proceed to the front door of the museum where your first program takes place.
- Please bring all coats and lunches with you. They will be stored in the lobby of the museum where your programs take place.
- Bus drivers must park on Winter Street three blocks from the Museums and will receive FREE general admission that day.
- Minivans and cars may park in the Edwards Street parking lots.

Chaperone Policy

- One adult is required for every ten students.
- Seating may not be available for additional chaperones in some programs.

Chaperone Policy (continued)

- Each chaperone should be provided with an itinerary and a list of students for whom they are responsible.
- Chaperones are required to assist as needed during tours and programs.

Student Policy

- Teachers should review the itinerary with students stating the time they will be eating lunch, whether or not they will be visiting the Museum Store and if they will have time to tour the Museums in the afternoon.
- Teachers are expected to review the Museums' Behavior Expectations list on the reverse with all students and chaperones.
- Education staff recommends teachers provide students with nametags.

Restrooms/Lunch Arrangements

- Groups must use the restrooms during their half-hour lunch break.
- Groups must bring their own brown bag lunches.
- Picnicking is permitted outside on the lawn during the fall and spring. There are several locations to choose from.
- The Museums have VERY LIMITED indoor lunch locations during the winter months. Lunch spaces must be scheduled in advance.
- Eating on the bus may be necessary. Please check with the bus company concerning the possibility.

Payment

- Education Staff will greet you at the museum in which your first program takes place and collect payment (cash or check only).
- Teachers are required to complete the attendance form included in the confirmation packet.
- Payment is required on the day of your visit. Refunds for overpayment will be issued.
- Schools will be provided with a receipt for payment.

Museum Store

- Groups may visit the Museum Store with adult supervision after their scheduled programs.
- No more than 15 students at a time will be admitted to the Museum Store.
- Schools are responsible for any damaged or stolen merchandise.

Gift Bags

- Prearranged gift bags of any dollar amount can be made for students. Teachers should call Lin Jaciow at 413.263.6800, ext. 265.

Cancellations/Inclement Weather

- If you need to cancel your trip, call 413.263.6800, ext. 322, immediately.
- Museum closings due to inclement weather are announced on our voice messaging system.

Accessibility

- Most museums are handicapped accessible. Please notify museum staff with any special needs by calling 413.263.6800, ext. 322.

School Group Behavior Expectations

Teachers: Please review these expectations with your students and chaperones.

Museums are fragile environments and school groups are larger than typical museum groups. Following museum behavior expectations is essential to the success and enjoyment of the learning experience. We reserve the right to ask a school group to leave the Museums due to behavior issues.

- **No food, drink, or gum is allowed in the galleries.** The Springfield Museums will provide plenty of food for thought as well as a feast for the eyes! Please leave all lunches in the museum lobby when you arrive.
- **Large bags are not allowed in the galleries.** For the safety of our objects, visitors should leave backpacks and other large bags in the museum's lobby. Teachers carrying bags with necessary medication should hold them by the handle or strap them in front of their bodies.
- **Running, pushing, and roughhousing are not allowed in the museums.** Appropriate museum behavior is necessary to avoid accidentally bumping into and damaging objects.
- **Keep a safe distance between you and each object.** This helps to avoid accidental touching or bumping, especially in the art museums.
- **Do not touch.** Your touch may not seem like much, but even the slightest contact can damage the surface of a painting, discolor stone, even rust metal or leave unsightly fingerprints on glass.
- **The Science Museum has interactive stations where students can touch objects and push buttons.** Your docent will inform you when it is appropriate to do so during a tour, or you can wait until your group's scheduled free time to explore these interactive exhibits.
- **Do not knock on glass exhibits containing live animals.** There are areas of the Science Museum where live animals are exhibited. We are responsible for providing a non-threatening environment for these animals. Vibration is a natural warning signal that can be upsetting to creatures, so please look but do not knock.
- **Only use pencil while writing and sketching.** If an accident should occur, a pencil mark is easier to remove than a pen mark. Please avoid pointing at museum objects while holding a pencil or something in your hand.
- **No leaning on walls or cases** (either to write or for physical support). This helps to keep artwork on the walls and objects in display cases safe. Please feel free to sit on the benches or on the floor as you talk, write, or draw.
- **Use quiet voices in the museum.** We do not want to disturb other groups or visitors.
- **Stay with your group at all times.** This is true for teachers, chaperones and students. Students should never be unchaperoned and all adults should be active participants in their field trip.
- **Limit cell phone usage.** Please be an active chaperone/teacher and a good example by not talking on your cell phone during a tour. Make sure your cell phone is in the off, silent, or vibrate mode during structured programs.
- **Chaperone small groups in the Museum Store.** In order to best serve your group and other visitors, we ask that you break into groups of 15 or fewer students and take turns visiting the store. Please actively monitor student behavior.
- **We rely on the cooperation of teachers/chaperones** to maintain appropriate behavior and keep students together as they move through the museum. Please make sure that all adults accompanying your group are aware of their responsibilities.

Thank you for observing these rules to help keep our museums safe! Enjoy your visit!