

Guidelines for Class Field Trips (2016)

1. Visits to the museum should be arranged at least two weeks prior to the visit.
2. One chaperone should be assigned to a group of five students. Chaperones, not guides, are responsible for the safety and behavior of the children.
3. Children should be instructed that no one is permitted to handle any items on display in the museum collection.
4. Upon arrival coats and book bags should be placed on/near the coatrack in the auditorium for safekeeping.
5. Each group will be assigned a tour guide.
6. Museum tours are given by volunteers, who are not professional educators. These guides have gleaned information about each exhibit or installation from first-hand experience or research.
7. The museum does supply a snack for student visitors and their chaperones. The snack may only be eaten in the auditorium.
8. Lavatories are located on the first floor of the museum adjacent to the gift shop.
9. Photographs may be taken without flash, as long as it causes no distractions during the tour.