

# Museum Guide for Educators

## Heritage Museums & Gardens Introduction

Heritage Museums & Gardens is located on 100 acres of magnificent grounds and trails on the banks of Shawme Pond in Historic Sandwich. Heritage is especially famous for our Dexter Rhododendrons that bloom from late May into early June. In addition to the grounds, Heritage offers indoor galleries featuring collections of antique automobiles, folk art and history objects, a historic carousel, and rotating special exhibits.



### Visiting the Museum

**Arrival:** When you arrive at the Museum, you will be greeted in the bus area by a staff member to help guide your admission to the museum. We ask that students remain on the bus until oriented, at which time your greeter will direct groups to their proper starting locations. The person in charge of checking in your group and/or for payment will be assisted by the group greeter at this time; any outstanding balance is due upon arrival.

**Chaperones:** All groups must be accompanied by one adult chaperone for every ten students. Chaperones should keep the group together, make sure that students are aware of safety and behavior rules, and cooperate with Museum staff. Please distribute *Chaperone Information* guidelines to all participating chaperones; these can be found at the end of this document. Please note that any additional parents attending the field trip- those outside the 1:10 chaperone ratio-are welcome but will be asked to please observe, not participate, during group workshops.

**Lunch:** We have some lovely picnic areas around the grounds should you choose to have lunch at Heritage. The main outdoor picnic facility is an uncovered area located adjacent to Hidden Hollow and available on a first-come, first-served basis. Additional lunch space is located on the field to the left of Magnolia Café. If possible, lunches should be left on the bus during your visit. If your bus is not staying let us know and depending on your program, you will be assigned a lunch storage place located nearby your classroom; which your greeter and/or program coordinator will direct you towards. Due to space limitations, we cannot store backpacks. The café is not available for day-of group purchases; however, if you would like to pre-order boxed lunches you may do so through group reservations a week prior to your visit.

**Programs:** All student groups will be met by a staff greeter in the bus parking area. If you have booked a guided tour, your guides will also meet you upon arrival. For ease of organization and unloading, we ask that students arrive seated with other members of their group. If you have booked a Self-Guided Tour or a Discovery Workshop, a staff member will be on hand to assist you. Your greeter will board your bus and give the students a brief orientation and, if applicable, hand out program itineraries and direct you to your starting locations.



**Hidden Hollow:** Visits to Hidden Hollow, our outdoor discovery center, are included with admission. To make the most of your experience, an itinerary with suggested times will be made available. Enjoy the flexibility of visiting Hidden Hollow any time but remember to **be on**

**time for booked programs** as those schedules are firm. Additionally, Hidden Hollow is open to general visitors while your students are present so be kind and remind everyone to share the space.



## Museum Manners

Please make students aware of the following rules to ensure the safety of your group and of Heritage's collections:

### For the safety of the collections:

- We do not allow backpacks in the museum. Please leave all bags on the bus; Heritage has limited space and cannot be responsible for these items.
- No eating, drinking, chewing gum, or smoking in any of the buildings.
- Please do not touch exhibit materials and cases unless invited to do so by a Heritage staff member. The oils and salts in our skin can cause irreparable damage to these priceless artifacts.

### For the safety of the students:

- Running is not allowed in any of the buildings or on the grounds.
- You may walk on the grass, but please remember that our plants are part of the collections and therefore you may not pick any flowers or leaves.
- Stay with your group; Heritage is large and we do not want anyone to get lost. We ask all students to remain with chaperones at all times and no one should wander away from the group.
- Please do not bring student cell phones or other electronic devices onto the grounds. Heritage is not responsible for lost or damaged items.
- Respect each other by raising hands to speak, listening quietly, and keeping your hands to yourself.

### For the consideration of other visitors:

- Use appropriate voice levels; please no yelling, especially inside the buildings.
- The café cannot accommodate large groups. Student groups are welcome to eat lunch in the picnic area by the entrance to Hidden Hollow or at the tables located on the field to the left of the cafe. Please dispose of trash in proper receptacles.
- Heritage's transportation is intended to be used for those who need mobility assistance. It is not to be used by student groups except if arranged ahead of time for those who need assistance.
- Hidden Hollow is open to all visitors regardless of student group presence; therefore, please remember to share the space and materials.

## More Information

Please go to [www.heritagemuseumsandgardens.org](http://www.heritagemuseumsandgardens.org) for more information about current and upcoming exhibits, visitor information, and additional program offerings. If you booked a Guided Tour or Discovery Workshop, please check out our teacher resources page with pre-and post-visit activities and materials.

**Have Fun!**



## LEAD TEACHER CHECKLIST

### When you receive your confirmation:

- Check the date, time, and program description to ensure accuracy. Call **508.888.3300 ext. 113** with questions.
- Share the *Museum Guide for Educators* as well as pre-and post-program materials with all participating teachers (<http://heritagemuseumsandgardens.org/plan-your-visit/groups-and-tours/field-trips-new/#Field Trip Materials>).

### One week before your visit:

- Use the "Museum Manners" section of the *Museum Guide for Educators* to acquaint all students with what behavior is expected and acceptable in a museum.
- Utilize pre-visit materials and introduce students to lessons, themes, and vocabulary.
- Remind students to bring a bag lunch for their field trip. Lunches should be stored on buses. Please notify us **ahead of time** if you will need lunch storage onsite or want to purchase lunches.
- Check the weather! All tours and programs involve some walking outdoors. Prepare students to dress appropriately: comfortable shoes/boots and jackets/raincoats (if applicable).

### The morning of your visit **BEFORE** arrival:

- Plan to arrive **fifteen minutes prior** to the start of your program. Should you experience any problems that will delay your arrival, please call **508.888.3300 ext. 142**.
- Distribute wristband tickets to all pre-paid chaperones; only adults require a wristband for admission. If you have more adults attending than originally planned remind them to pay for admission upon arrival.
- We suggest seating students on buses according to touring groups/classes for ease of unloading.
- Fill-in and distribute *Chaperone Information* sheets so that adults may review guidelines on the way to the museum.
- You may wish for students to have a snack on the bus, as lunch is usually scheduled starting at 11:30am or later. **Remember:** lunches are to be stored on the bus unless prior arrangements are made.

### At Heritage Museums & Gardens:

- A staff member will greet and board the bus at arrival to give instructions and, if necessary, match groups to guides.
- Please have one teacher prepared to check in the group and, if necessary, pay admission. *PLEASE know the total number of adults and students in your group, including chaperones.* Admission may be paid by cash, check or credit card. **Reminder:** adults not included in the group count must pay separately for admission.
- Most importantly- **Enjoy Your Visit!**

Thank you for joining in today for this school field trip! You are a very important part of your group's visit. Help students to use their observation skills, ask questions, navigate the grounds, and follow museum guidelines for a great experience. Buildings and grounds are spread out so please plan for travel time between events during your day.

Your role:

- supervise your group and help them obey rules
- keep students together and supervise them at ALL times
- follow the itinerary given to you by the lead teacher
- arrive at facilitated activities, if any, on time
- Have fun and learn, too!

Students are allowed to:

- walk on the grass
- sit in the Model T vehicle in the Auto Gallery
- play with interactive materials defined by designated signage
- enjoy the gardens, grounds, and walking trails
- shop in the store with supervision-small groups of no more than 10 students at a time please

Students are asked NOT to:

- carry backpacks
- use cell phones or other electronic devices while on tour
- run or yell
- eat, drink, or chew gum in the galleries
- smoke or chew tobacco
- touch museum objects or exhibit cases
- pick plants or flowers
- ride on the transportation vehicles- unless prior arrangements were made
- eat at Magnolia Café- teachers can pick up boxed lunches if pre-ordered to eat at the picnic area

Common Questions:

Where are the restrooms?

Standard and accessible restrooms are located at the Main Entrance across from the Museum Store. Additional restroom facilities can be found in the Auto and Art galleries as well as near Hidden Hollow. All are indicated on the Visitor Map.

Where can we enjoy our lunch?

Students are encouraged to eat in our picnic area near Magnolia Café or adjacent to Hidden Hollow.

What do I do if a child becomes ill?

You may bring children not feeling well to the Ticket Office or ask a museum staff member for assistance.

Students assigned to your group:

Reminders

Meet for lunch at this time:

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Return to the bus at this time:

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Notes: