Heritage Museums & Gardens Introduction

Heritage Museums & Gardens is located on 100 acres of magnificent gardens 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 gardens, 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 at your bus 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 the lunch storage location and introduce them to their museum guide (if applicable). The person in charge of checking in your group and/or for payment should check in at The Shop at Heritage; any outstanding balance is due upon arrival.

Chaperones: All groups must be accompanied by one adult chaperone for every ten students (plus district-mandated one-to-one aids). 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 may be asked to observe, not participate, during group activities.

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 field located to the left of the Magnolia Café and is available on a first-come, first-served basis. There is lunch storage space available adjacent to the picnic area, which your greeter and/or museum educator will direct you towards. Please be aware that storage space is limited, outdoors, and Heritage cannot be responsible for lost or stolen items. 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 The Casual Gourmet a week prior to your visit.

Programs: All student groups will be met by a staff greeter at their bus. If you have booked a guided program, your museum educator will also meet you upon arrival. Your greeter will board your bus and give the students a brief orientation and provide directions to key locations.

Hidden Hollow: Please note that visits to Hidden Hollow, our outdoor discovery center, are included with admission and do not have a scheduled visit time or length. Hidden Hollow is not included in the guided 90-minute tour in order to allow flexibility and free exploration. We recommend planning a minimum of 30 minutes to explore the space. Enjoy the flexibility, but remember Hidden Hollow is open to general visitors while your students are present so be kind and remind everyone to share the space.
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 prefer students do not bring bags into the museums. Please leave all bags in the lunch storage location or on the bus; Heritage has limited space and cannot be responsible for large items.
- Heritage is not responsible for lost or damaged items.
- No eating, drinking, or chewing gum in any of the buildings.
- No smoking or vaping anywhere on the grounds.
- 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 in the gardens unless directed by a Museum staff.
- You may walk on the grass, but please remember that our plants are part of the collections and therefore you may not walk on or 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.
- 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 field to the left of the café. 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 in need of 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. Please check out our student groups page for pre-and post-visit activities and materials for both guided and self-guided groups.

**Have Fun!**
LEAD TEACHER CHECKLIST

When you receive your confirmation:

☐ Check the date, time, and program description to ensure accuracy. Email groupsales@heritagemuseums.org or call 508.888.3300 ext. 120 with questions.

☐ Share the Museum Guide for Educators as well as pre-and post-program materials with all participating teachers.

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. Please notify The Casual Gourmet ahead of time if you will need to purchase lunches.

☐ Check the weather! All tours involve some walking outdoors and most involve outdoor activity stops. Prepare students to dress appropriately when applicable: comfortable shoes/boots, jackets/raincoats, hats, sunscreen/bug spray.

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.

☐ 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.

☐ Students will be offered snack time at the beginning of your visit, as lunch usually happens around noon or later, so have snacks easily accessible if desired.

At Heritage Museums & Gardens:

☐ A staff member will greet and board the bus upon arrival to give instructions and, if necessary, match groups to museum 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.

☐ Distribute tag tickets to all pre-paid chaperones; only adults require a tag 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 use their observation skills, ask questions, navigate the gardens, and follow Museum guidelines for a great experience. Buildings and gardens 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 at ALL times
- ensure the timeliness of your group back to the bus
- have fun and learn, too!

Students are allowed to:

- walk on the grass
- sit in the Model T Ford in the Auto Gallery
- play with designated interactive materials
- explore the gardens, galleries, and walking trails
- shop in the store with supervision; groups of no more than 10 students at a time please

Students are asked NOT to:

- touch Museum objects or exhibit cases
- pick plants or flowers
- run or yell in the galleries
- eat, drink, or chew gum in the galleries
- smoke/chew tobacco or vape
- ride on the transportation vehicles- unless prior arrangements are made
- eat at the 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 Shop at Heritage. Additional restroom facilities can be found in the Auto & Carousel galleries as well as near Hidden Hollow. Maps are available upon check in or stationary maps are located across the property with amenities marked.

Where can we enjoy our lunch? Small groups are welcome to picnic anywhere around the grounds. Lunch storage and the main picnic location is located between the Auto Gallery and the Magnolia Café.

What do I do if a child becomes ill? Please find a Heritage staff member, identified by their silver nametag and Hydrangea badge, and they will get you immediate help. Gallery Interpreters are wearing navy shirts and Security Guards are wearing black shirts for easy identification.

Helpful Reminders:

Meet for lunch at this time:

Return to the bus at this time:

Notes:
Sample Itinerary:

10:00 am Arrival: Buses pull into Heritage parking lot and are met by instructors. Students should remain on the bus until instructors have greeted the groups and given them instructions for the tour. At this time the lead teacher can get off the bus to finalize payment and receive tags for teachers/chaperones. Let your bus driver and tour guide know when you need to return to the bus for easy departure.

*Please note the museum does not open until 10 am so early arrivals cannot always be accommodated.

10:10 am Lunch Drop-off: Students will be unloaded off the bus and walked to the lunch area & storage location. Here groups will drop their items. If snack is desired, this will occur here.

10:30 am-12:00 pm Tour: Each group is assigned an instructor and follows their guide to two activity stations and a carousel ride. Each guide is given a different order to do their activities in so as to spread the groups around the grounds and prevent too many students at one station at any given time.

   Example activity rotation:
   1. 10:30-10:40: Walk to the Special Exhibits gallery, see the flume fountain and animals on the way
   2. 10:40-11:00: Reading Images activity in the Special Exhibits Gallery
   3. 11:00-11:10: walk to the Carousel, stop to see outdoor art
   4. 11:10-11:25: Ride the Carousel, learn about the collections
   5. 11:25-11:35 Walk to the Windmill garden, see the labyrinth
   6. 11:35-11:55: Pollinators in our Ecosystem activity
   7. 11:55-12:00: Walk to the lunch storage location for end of tour and lunch time

12:00 pm-12:30 pm Lunch (suggested): Students will end their tour at the lunch location, unless otherwise requested by the teacher. Students are free to lunch at their leisure anytime during their afternoon. Picnic tables are on a first come-first served basis at the lunch storage location on Nickerson field. Picnics anywhere on the grounds are welcome.

12:30 pm-2:00 pm Hidden Hollow & Free Time: All afternoon, students have free exploration of the gardens and grounds. This is a great time to play in Hidden Hollow, revisit galleries or see ones not included on the tour, explore the labyrinth, check out the outdoor art, see the McGraw family Garden of the Senses, and experience much more!

2:00 pm Departure: Buses will pull into the pick-up area and students will load onto the vehicles to return to school. Departure time can be set by groups at the beginning of a visit; please let Heritage staff know your needs in advance in order to accommodate your timeframe.
MAP OF GROUNDS: Please PRINT