

WHEN YOU RECEIVE YOUR CONFIRMATION:

- Check the date, time, and program description to ensure accuracy. Email schooling@heritagemuseums.org or call 508.888.3300 ext. 178 with questions.
- Share the **Educator Information, Museum Manners, & Chaperone Guide** with all participating teachers and staff.

ONE WEEK BEFORE YOUR VISIT:

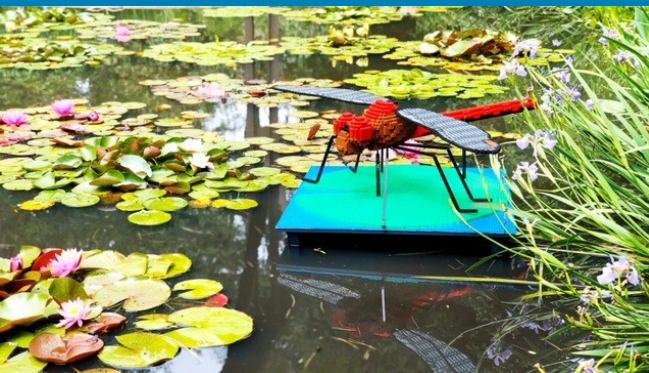
- Use the “Museum Manners” section of the Museum Guide for Educators to acquaint all students with what behavior is expected and acceptable in a museum.
- Remind students to bring a bag lunch for their field trip. Please notify The Casual Gourmet ahead of time if you would like to purchase lunches, via phone: 508-775-4946 or e-mail: heritage@thecasualgourmet.com.
- Check the weather! All visits involve walking outdoors and 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. 178.
- We suggest seating students on buses according to touring groups/classes for ease of unloading.
- 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 provide an orientation. Upon arrival each group will receive a self-guide packet, which includes a map, helpful tips for chaperones, a 2021 self-guide to exhibits and gardens, including group challenges!
- 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!**



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. It is our mission to celebrate the landscapes and culture of our region and inspire people of all ages to discover, learn, and enjoy together. We do this through excellence in horticulture, garden design, outdoor discovery, STEM education and the exhibition of great collections.

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, and this year's featured exhibit, **Let's Play! New England Toy Stories**.

VISITING THE MUSEUM

PROGRAMS



- Due to current COVID-19 restrictions, Heritage is offering self-guided tours only at this time.
- Self-guide curriculum connections are available on the website and will be attached in your confirmation email. Upon arrival each group will receive a self-guide packet, which includes a map, helpful tips for chaperones, a self-guide to exhibits and gardens, complete with group challenges!
- Please feel free to reach out to our Programs Coordinator with questions at schooling@heritagemuseums.org.

ARRIVAL



- When you arrive at the museum, you will be greeted at your bus by a staff member to help guide your admission process into 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 will provide your field trip materials.
- The person in charge of checking in your group and/or for payment should check in at the admission booth; 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 aides).
- 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 Guide to all participating chaperones; these can be found on page 4 of this PDF. Chaperones will also receive a copy attached to their self guide.

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. Your museum greeter will provide directions to the storage space. Please be aware that storage space is limited and outdoors. Heritage is not 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. Contact The Casual Gourmet via phone: 508-775-4946 or e-mail: heritage@thecasualgourmet.com.

VISITING HERITAGE MUSEUMS & GARDENS

We are very excited to welcome you to Heritage Museums & Gardens on your upcoming field trip. Heritage is a special space, beloved and shared by many, that works to preserve and educate all about its living and non-living collections. When you visit, there are some important things to keep in mind.

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

FOR THE SAFETY OF THE COLLECTIONS:



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.



Heritage is a smoke/vape free campus.



Please no eating, drinking, or chewing gum in any of the buildings.



Remember that our plants are part of the living collections and therefore you may not walk on or pick any flowers or leaves.

FOR THE SAFETY OF THE STUDENTS:



Stay with your group; Heritage is large and we do not want anyone to get lost. We ask all students to remain with their chaperones at all times. Do not wander away from the group.



If a student needs help, Heritage staff can be identified by their silver name tag and Hydrangea badge.



Please use walking feet inside all buildings and on the walking paths. You can enjoy running on the lawns.



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 is not responsible for lost items.

FOR THE CONSIDERATION OF OTHER VISITORS:



During your visit, Heritage will also be open to other visitors. Please remember to share the spaces, materials, and walkways.



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.



Use appropriate voice levels, especially inside the buildings.



Student groups are welcome to eat lunch in the picnic area by the field to the left of the Magnolia Café. Please be sure to dispose of trash in proper receptacles.

HELLO CHAPERONES!

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 for departure
- have fun and learn, too!

STUDENTS ARE ALLOWED TO:



- walk/run on the grass
- sit in the Model T Ford in the Auto Gallery
- play with designated interactive materials in The Let's Play! exhibit
- explore the gardens, galleries, and walking trails
- shop in the store with supervision; groups of no more than 5 students at a time, please

STUDENTS ARE ASKED NOT TO:



- touch museum objects or exhibit cases unless directed by staff
- pick plants, flowers, or leaves
- 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 Gallery and at the Café. Portable restrooms are located near the Hidden Hollow™ entrance. 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 are located between the Auto Gallery and the Magnolia Café among a holly grove.

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 wear navy shirts and Security Guards wear black shirts for easy identification.