

Introduction to Heritage Museums & Gardens

Heritage Museums & Gardens is located on 100 acres of magnificent gardens and trails on the banks of Shawme Pond in Historic Sandwich, MA. 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 discover, STEM education, and the exhibition of great collections.

Heritage is especially famous for our Dexter Rhododendrons that bloom from late May into early June and hydrangeas that bloom from July through September. In addition to the gardens, Heritage offers three indoor galleries featuring collections of antique automobiles, an antique carousel, and this year's featured exhibit, **Creating Cape Cod**.

Visiting the Museum

- Suggested curriculum connections for visits and programs, as well as pre- and post- visit materials, are available on our website and will be attached to your confirmation and reminder emails.
- Upon arrival, each group will receive packets that include a map and helpful tips for chaperones. If your group is embarking on a self-guided visit, they will receive a guide to our exhibits and gardens, complete with group challenges! If your group has a guided experience, you will receive your tour schedule and helpful visiting tips for your group's free time.
- Please feel free to reach out to the Visitor Experience team with any questions at studentgroups@heritagemuseums.org.

Arrival

- When you arrive at Heritage, you will be greeted at your bus by a staff member to guide your admission process into the museum.
- We ask that students remain on the bus until oriented, at which time your greeter will direct all groups to the lunch storage location and provide any field trip materials.
- If you have scheduled a guided program, your educator will meet you at the bus to provide orientation and begin your tour.
- The person in charge of your group payment should check-in at the admission booth; your final balance is due upon arrival.

Chaperones

- All groups must be accompanied by one adult chaperone for every ten students (plus any district-mandated one-to-one aids).
- Chaperones should keep their group together, make sure that students are aware of safety and behavior expectations, and cooperate with museum staff.
- Please distribute the included Chaperone Guide to all participating chaperones. This guide can be found on page 5 of this packet. Chaperones will also receive a copy attached upon museum arrival.

Lunch

- Should you choose to have your lunch at Heritage, we have some lovely picnic areas across the grounds! The primary outdoor picnic facility is an uncovered field located to the left of Lilly's Café, and is available on a first-come, first-served basis.
- Lunch storage space is available adjacent to the picnic area. Your museum guide will provide directions to the storage space at the beginning of your visit.
- Please be aware that storage space is limited, outdoors, and unlocked. Heritage is not responsible for lost or stolen items. Items cannot be stored in gallery spaces.

Hidden Hollow

- Visits to Hidden Hollow are included with admission and have no scheduled visit time or length.
- Hidden Hollow is not included in the guided 90-minute tour in order to allow for the flexibility and free exploration encouraged within the space.
- We recommend planning a minimum of 30 minutes to explore the space.
- Hidden Hollow is open to general visitors while students are present, so please be kind and remind everyone to share the space.

Educator Check-list

When you receive your confirmation:

- ☐ Check the date, time, and program description to ensure accuracy. Email studentgroups@heritagemuseums.org or call 508-888-3300 ext. 0 with any questions.
- ☐ Share the Educator Information, Museum Manners, and Chaperone Guide (attached below) with all participating teachers and staff.

One week before your visit:

- ☐ Send the final number of students and chaperones to studentgroups@heritagemuseums.org. Final payment will be collected based on this amount.
- ☐ Use the "Museum Manners" section of the Museum Guide for Educators, page 4, to acquaint all students with what behavior is expected and acceptable while visiting the museum. All groups must be accompanied by one adult for every ten students (plus all district-mandated one-to-one aides).
- ☐ If eating at the museum, remind students to bring a bagged lunch for their field trip.
- ☐ Check the weather! All visits involve walking outdoors and outdoor activity stops. Prepare students to dress appropriately. Layers are your friends! We recommend comfortable shoes/boots, jackets/raincoats, hats, sunscreen, and bug spray.

The morning of your visit **before** arrival:

- ☐ Plan to arrive fifteen minutes prior to the start of your program. Please **do not** arrive before 10:00 AM. Should you experience any events that will delay your arrival, please call 508-888-3300 ext.0 .
- ☐ We suggest seating students on buses according to touring groups/classes for ease during unloading.
- ☐ Students will be offered snack time at the beginning of your visit as lunch usually happens around noon or later. Have snacks easily accessible if desired.
- ☐ Upon arrival, **please keep students on the bus** and wait to be greeted by Heritage Museums & Gardens staff.

While at Heritage Museums & Gardens:

- ☐ A staff member will greet and board the bus upon arrival to welcome and give instructions to your group. Each chaperone group leader will receive a packet with helpful information for your visit.
- ☐ Please have one teacher prepared to check in the group and pay your final balance at the ticket booth. PLEASE know the final 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 final group count must pay separately for admission at the group adult price. Discounts do not apply to group admissions.
- ☐ **Enjoy your visit!**

Museum Manners

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

Teachers & Chaperones: Please make students aware of the following rules before your arrival 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.
- No eating, drinking, or chewing gum in any of the gallery buildings.
- Remember that our plants are part of our 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 blue badge.
- Please use walking feet inside all buildings and when directed by staff. Enjoy running on the lawns.
- We prefer that 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 Lilly's Café. Picnic tables are first-come, first-served. Please be sure to dispose of all trash in proper receptacles.

Chaperone Guide

Hello Chaperones!

Thank you for joining today's 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 follow museum rules and expectations.
- Keep students together at ALL times.
- Ensure your group returns to the bus for departure on time.
- Have fun and learn too!

Students are allowed to:

- Walk/run on the grass.
- Sit in the 1913 Ford Model T in the Auto Gallery.
- Ride the 1908 Looff Carousel.
- Play with designated interactive materials in all the exhibits.
- Explore the gardens, galleries, and walking trails.
- Shop in the store with supervision.

Students are asked not to:

- Touch museum objects or exhibit cases.
- 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.

Common Questions

Where are the restrooms?

Standard and accessible restrooms are located at the Main Entrance near The Shop at Heritage. Additional restroom facilities can be found in the Auto Gallery, at Lilly's Café, and in the American Art and Carousel Gallery. Portable restrooms are located near the Hidden Hollow entrance. Maps are available upon check-in and three stationary maps are located across the property with amenities marked.

Where can we enjoy lunch?

Small groups are welcome to picnic anywhere on the grounds. Lunch storage and the main picnic area are located between the Auto Gallery and Lilly's Café.

What do I do if a child becomes ill?

Please find a Heritage staff member, identified by their silver nametag and blue badge, and they will get you immediate help. Visitor Experience Staff wear navy shirts and Security Guards wear black shirts for easy identification.

Educators' Visit Information

Chaperones: Use this page to record key information provided by your lead teacher to make your visit run smoothly:

**Time your group is meeting
for lunch:**

**Time your group is meeting at
the bus for departure:**

**Students assigned to your
group:**

Emergency phone numbers: