

Teacher Checklist

PLEASE NOTE there will be other families and children in the museum during your visit.

2 Weeks in Advance:

- Share the **Teacher Checklist** and the **Chaperone Planner** with all teachers.
- Payment** is due. You can pay over the phone with a credit card, or mail a check payable to Discovery Museum. A refund will be issued if you arrive with fewer than the estimated number of students or parents.

1 Week in Advance:

- Organize **chaperone groups** of 5 children with 1 adult. Engaged parent chaperones are essential for a successful visit to our hands-on museum, therefore other guests and siblings may not accompany chaperones. Please ask chaperones to ride the bus with you as our parking is limited.
- Print and fill out the **Chaperone Planner**, one for each chaperone. There is a section to list key information such as goals for the day, names of the students in the chaperone's group, and start/end times of the visit. There is also a map of the museum and tips for learning together.
- If you are staying for **snack or lunch**, please note that only *outdoor* seating – picnic tables and lawn space – is available for Field Trips at this time. We cannot accommodate indoor eating for our group visitors. We will provide unrefrigerated bins to store lunch boxes while you visit.

On your field trip day:

- In the case of inclement weather, you may confirm the museum is open on the day of your visit by calling 978-264-4200 after 7:30AM.
- Plan for both indoor and outdoor exploring; bring coats, boots, hats, etc. as necessary, for children **and adults**.

During your visit:

- Please have your bus(es) drive all the way up to the Museum at the top of the hill. Empty buses will be directed to park off-site.
- **Please remain on the bus when you arrive;** we will come aboard to greet you.
- As everyone comes off the bus, students and chaperones will gather into their pre-assigned chaperone groups of 5 children each. Each chaperone group is free to explore in the museum and in Discovery Woods at their own pace. Our staff will be available throughout your visit.
- Buses will park off campus and return 15 minutes before your departure time.
- Due to the small spaces in **Bessie's House** (Ship Room, Train Room, Bessie's Diner, and Backyard at Night) we ask that you visit that area one chaperone group at a time.
- If weather allows picnicking, lunches will be unloaded at the time of drop-off.

Please let us know if you have any questions before or during your visit – we are happy to answer them!