

Public Education Department
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School Programs Checklist

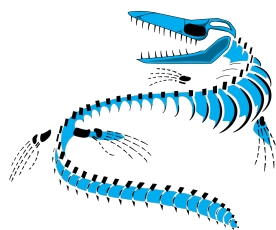
This checklist will help you prepare for your visit to the KU Natural History Museum. Questions? Call Public Education at (785) 864-4173.

Before the day of your visit

- ✓ **Review** appropriate museum and program behavior with your students (e.g. respect program materials, museum staff and spaces, and be courteous to other visitors).
- ✓ **Choose** competent chaperones. Ensure that they know the visit schedule, and the behavior you expect from your students. **Review** chaperone policies and expectations (see Chaperone Policy). **Use** the *Chaperone Guide*, available online, to help with planning.
- ✓ **Contact** the Kansas Memorial Union (next to museum) if your group plans to eat lunch in that space; (785) 864-4651 or eventservices@ku.edu. To arrange a picnic space in a city park call (785) 832-7923.

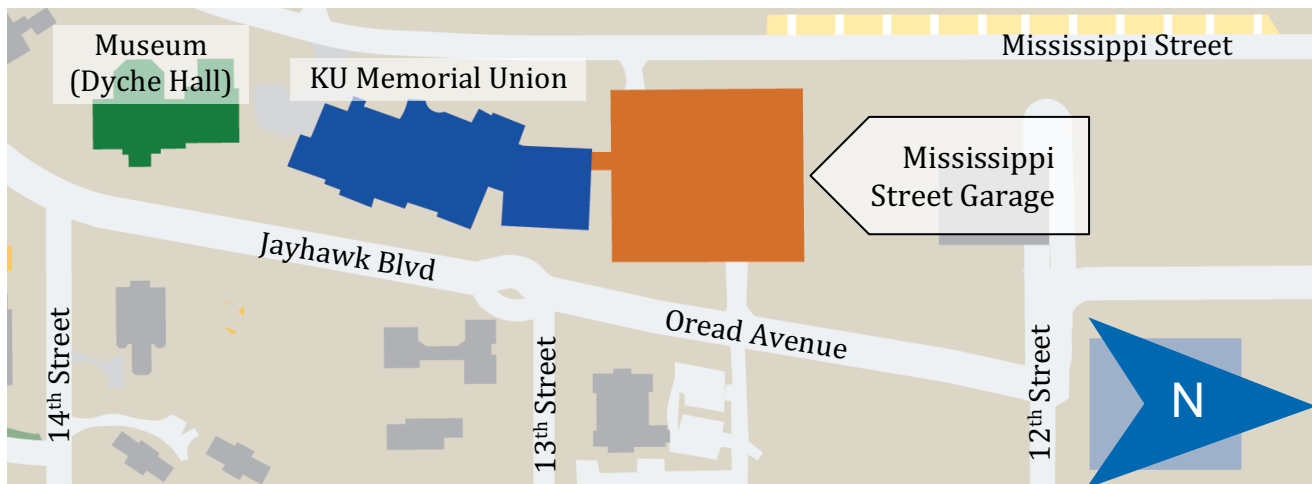
During your visit

- ✓ **Arrive** 15 minutes before your first program to check-in at Visitor Services. A Public Education staff member will greet your group. If you will be late, call (785) 864-4173. A program will need to be canceled if you arrive 15 minutes or more after the start of your program without notice.
- ✓ **Give** student and adult chaperone counts and payment directly to the Public Education staff member.
- ✓ **Buses** load and unload in front of the museum. Bus parking is at the football stadium, lot #94. Cars should use the Mississippi Street garage one block north of the museum.
- ✓ **Lunches** (consolidated into boxes) can be stored in the coat area to the right of the main lobby. Consumption of **food and drink** in the museum is prohibited.
- ✓ A **teacher** must be present in all programs.
- ✓ The use of **cell phones and cameras** by students is prohibited during programs. Students are welcome to use these devices during their self-guided museum exploration.



Chaperone Policy

- ✓ Groups should be organized ahead of time. **Communicate** the visit schedule to chaperones, and **inform** chaperones to meet at the Visitor Service desk 10 minutes before their scheduled program.
- ✓ **Cars** must park in the Mississippi Street garage, one block north of the museum, next to the Kansas Union. This garage can be accessed from 13th Street and Jayhawk Blvd, and charges per hour. See <http://www.parking.ku.edu/visitor-parking> for current rates and a campus map.



- ✓ **Respect** the 1:5 adult chaperone ratio (including teachers) in the classroom, and 25 person maximum for gallery programs to ensure a safe and enjoyable experience (paraprofessionals are exempt). Additional adults are welcome to explore the museum during the program.
- ✓ Program spaces are limited to students and chaperones. Adults with siblings are **not permitted** in the program area, but are welcome to explore the museum.
- ✓ The **role** of a chaperone in a program is to support a fun and effective learning environment for students. Help ensure a positive experience by not participating in disruptive behavior and assisting during activities when appropriate. Chaperones are welcome to take **photographs** during the programs (not video), if not disruptive.
- ✓ Chaperones must remain with students when **exploring the museum**.

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