School Programs: Pre-Visit Checklist

This checklist will help you prepare for your visit to The University of Kansas Natural History Museum. Planning ahead is the key to making your trip a success.

Before the day of your visit

- **Review** appropriate museum and program behavior with your students such as show respect for program materials and museum staff, 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 policy and expectations with participating chaperones (see Chaperone Guidelines on reverse side).

- **Bring** copies of discovery guides to explore the museum, if desired. Options include: Scavenger Hunts that explore specific exhibits, and Museum Checklists with a more open-ended format. Discovery guides and a Chaperone Guide with suggestions on how they can be used can be downloaded from the museum website (www.biodiversity.ku.edu). Answer keys are available at Visitor Services desk.

- **Contact** the Kansas Memorial Union, next to the 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 Lawrence city park call (785) 832-7923.

Before you arrive

- **Have an accurate count** of all students and chaperones (including teachers) for all groups.

- **Collect** and organize all fees ($5 per student classroom fee; $60 flat rate per gallery program).

- **Organize** your groups ahead of time; make sure they know the schedule. **Plan** for the ratio of 1 adult chaperone (includes teachers) for every 5 students in the classroom and 25 person maximum for gallery programs; paraprofessionals are exempt from this number. Additional adults will be asked to leave the program area.
School Programs: Visit Day Checklist

When you arrive

✓ **Arrive 15 minutes** before your first program. 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.

✓ **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; see Chaperone Guidelines.

✓ **Check in** with the Public Education staff member in the lobby at the main museum entrance. If you require ground level access, use the north doors near the Kansas Memorial Union; elevator to the left.

✓ **Lunches** (consolidated into boxes) can be stored in the coat area to the right of the main lobby.

✓ **Give** student count and payment directly to Public Education staff member that greets your group. We accept cash, check (made out to the KU Natural History Museum) or credit card (MasterCard or Visa).

During your visit

✓ Ensure subsequent groups **meet 10 minutes** before their scheduled program at the Visitor Services information desk to be escorted to their program by a staff member.

✓ A **teacher** must be present in all programs.

✓ **Consumption of food and drink** in the museum is prohibited.

✓ 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.

✓ Chaperones must remain with students when **exploring the museum**.

Chaperone Guidelines

✓ **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 will need to leave the program area.

✓ 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 (e.g. cell phones, personal conversations, interrupting the program) and assisting during activities when appropriate.

✓ Chaperones are welcome to take **photographs** during the programs (not video), if not disruptive.

Questions? Call Public Education at (785) 864-4173.

Effective Fall 2015