

Welcome

Thank you for booking a field trip to the New Bedford Whaling Museum. We are happy to welcome you and your students to the Museum. In order to have the most positive experience during your visit, please review this packet before your field trip. The following pages provide all of the information that you, chaperones, students, and bus driver(s) will need for your visit. Additional information can be found on the www.whalingmuseum.org Questions can be sent to education@whalingmuseum.org

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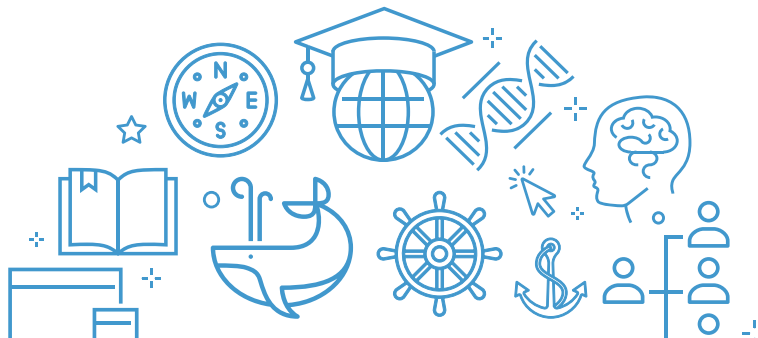
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Teacher Guidelines

Check In

What to Bring:

- List of students
- List of chaperones
- List of group assignments

Arrival Time: Please arrive at least fifteen minutes before your program is schedule to begin. This allows students time to disembark the bus, hang coats and use the restroom before the program. One teacher must check in with the Admissions Desk upon arrival to verify the group size and take care of payment.

Late arrivals: If your group is going to be late, please call the Admissions Desk (508) 997-0046. If you are more than 10 minutes late for your scheduled visit, we cannot guarantee that all of your program expectations will be met.

Dividing students into groups: Please contact the Education Department at (508) 997-0046 x185, or education@whalingmuseum.org if you have not discussed how many groups the students will be divided into.

Lunch: Bag lunches may be brought to the Whaling Museum only by prior arrangement with the Education Department. A \$30 fee is charged for eating in Museum facilities. Please box student lunches together in clearly marked containers. Remind students that proper museum conduct is expected during lunch. We will provide trash barrels and a recycling container.

Museum Store: Due to the size of our store, a maximum of seven students is allowed into the store at one time. The students must be chaperoned by an adult. Please help the students with their purchase.

Backpacks: Students should not bring backpacks or lunch bags with them into Museum galleries. A coatroom and free lockers are available for all belongings. Similarly, adults should refrain from bringing large bags and backpacks into the galleries unless these bags contain medical supplies for students. The Admissions Desk staff will provide you with a sticker for medical supply bags. Water bottles, food and gum are prohibited from the galleries.

Behavior: It is the responsibility of teachers and chaperones to make sure the students are following the rules of the Museum. If a student is not following the rules of the Museum, the teacher or chaperone must remind the student as needed.

Cell phones: Students are encouraged to not use their cell phones on the tour. If a student's cell phone use becomes a distraction to the student and others, the teacher and/or chaperone of the group must inform the student to put their phone away.

Chaperone Guidelines

Thank you for your willingness to take part in a school program at the New Bedford Whaling Museum! Listed below are some ways that you can help the program run smoothly and ensure that all students have an enjoyable visit.

- Know the names of the students assigned to your group. They are your responsibility.
- Remain with your group. As they tour the museum, model behavior that is responsible and respectful.
- Please refrain from the use of a cell phone while with your group.
- To help us protect the artifacts, please refrain from carrying backpacks, large bags, and drinks in the Museum.
- If necessary, assist with a child whose behavior is a distraction to the tour.
- Please refrain from conversation with students and other chaperones when the docent is working directly with the students.
- At the end of the tour, remind the children to thank their docent, a dedicated museum volunteer.
- If the group is having lunch within the Museum, please remind them that they are still in a museum and should follow museum rules.
- At the end of your group visit, you can provide feedback on your experience by completing the online form linked here: www.whalingmuseum.org/learn/teachers

Museum Store Rules

If your visit includes a stop at our store, please review the following museum store rules:

- **Limited space in the store allows for only seven (7) students at a time.** If the students you are supervising are waiting to enter, please keep them together and away from the store entrance.
- Please supervise and assist students with their shopping decisions. Students must be chaperoned at all times in the Museum store.
- Before the students approach the register, be sure they have enough money to pay for their purchases, including 6.25% sales tax. This will avoid decision-making at the register, saving time and disappointment.

Student Guidelines

Please review the following guidelines with your students so they know what to expect when they visit the Museum.



Backpacks: Backpacks and large bags are not allowed in the Museum galleries. The risk of hitting an object with a bag is too great to overlook.



Food and Drinks: Please help us protect our one-of-a-kind, irreplaceable objects. Do not bring any food, gum or drinks into the theater or galleries.



Cameras: You may take photographs in the Museum, but you will need to make sure that your flash is turned off. Repeated flashes of light damage the paint in museum artwork.



Docents: Students will tour the museum with a docent. Docents are volunteers who lead the museum's educational programs. Tell the students what a docent is and explain that they need to give their docent the same respect they give their teacher.



Running: As tempting as it may be to move quickly across the larger spaces within the Museum, we do need students to walk. This will help avoid collisions with artifacts and museum visitors.



Handling Objects: Our docents will pass around artifacts/teaching resources; we encourage all students to participate/handle these items. However, because we are a museum, other objects cannot be handled or passed around. Please impress upon your students that they help us to protect those objects by not handling them.



Noise: out of respect for museum staff and other museum visitors, please remind the students to use their inside voice.



Pencils/Pens: writing utensils are not allowed in the galleries, unless specified to be used in a school program.

Directions and Bus Parking

Please review directions before arriving at the Museum.
If you have questions or concerns about travel time, please
contact the Admissions Desk (508) 997-0046

New Bedford is located one hour south of Boston, MA, and 40 minutes east of Providence, RI.

From I-195, take **Exit 15** (New Bedford Downtown)

Proceed one mile to the first set of lights (**Elm St.**) and turn right.

Take the second left onto **Bethel St.** and proceed one block up the hill to the corner of **Bethel and William Streets**. You will see the NBWM entrance diagonally across from you. Buses are allowed to park on **Bethel Street** if space is available.

After students have been dropped off **please proceed to the Whale's Tooth Lot**, 532 Acushnet Ave. This parking is free.

When departing at the end of the field trip, turn left onto William St, rather than going straight onto Johnny Cake Hill. JCH is often too narrow for buses. At the bottom of William St, you will turn left onto **N. Water St.**, follow it until the stop sign and then turn right onto **Elm St.**



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