

YOUR VISIT TO THE YALE PEABODY MUSEUM

Thank you for your interest in visiting the Yale Peabody Museum of Natural History. The following information is provided to help you plan your visit.

AT LEAST TWO WEEKS BEFORE YOUR VISIT

PREPARE YOUR FIELD TRIP PLANS

- Select up to three potential field trip dates
- Review the list of available programs, or choose a self guided visit
- Determine the number of students and adults who will be visiting

RESERVE YOUR DATE

- Use our on-line registration form (<http://peabody.yale.edu/education/school-program-registration-form>) or call us at (203) 432-0944 to reserve the date of your visit. All groups must reserve their visit or program date at least two weeks in advance.
- If you will be at the Museum for lunch, confirm your lunch options

CONFIRM PAYMENT PLAN

- Payment is expected on or before the date of your visit
- If we must contact you for payment after the date of your visit, an administrative fee of \$25 will be added to the invoice
- Accepted forms of payment include:
 - Credit card (VISA, MasterCard or Discover)
 - Check made out to Yale University
 - Cash (no change please)
 - Purchase order

AT LEAST ONE WEEK BEFORE YOUR VISIT

- Create chaperone groups. Keep in mind our chaperone to student ratio is one chaperone to eight students. Smaller groups may be appropriate for younger students. Students must be supervised by chaperones at all times.
- Review available scavenger hunts and activity sheets on the Teacher Resources page of our website and make copies for your students

DAY BEFORE YOUR VISIT

- Complete pre-field trip activities in the classroom
- Review “Museum Manners for a Successful Visit to the Yale Peabody Museum” with your students and discuss appropriate behavior

DAY OF YOUR VISIT

PRIOR TO DEPARTURE

- Review “Museum Manners for a Successful Visit to the Yale Peabody Museum” (Last page of this package) with your students and chaperones.
- Meet with your chaperones to confirm that they understand responsibilities and procedures. Teachers and chaperones are responsible for the behavior of students.
- Review the itinerary received in the confirmation packet with your chaperones. Provide them a copy if possible.
- If available, provide your students with nametags including the name of the school. Chaperones should know the names of the students they will be supervising, and students should know the name of their chaperone
- Ask students to leave backpacks, large bags, and umbrellas at school or on the bus. There is limited storage space for them at the museum.
- Be sure to bring pencils if the students will be filling out a worksheet or scavenger hunt. The Museum has a limited supply of clipboards available.
- Review the driving directions and drop-off location on Sachem Street with your bus driver. DO NOT drop off on Whitney Avenue or in the handicap drop-off on Sachem Street. Buses should pull up past the metered parking spaces to the bust drop-off area. On most days, a Yale student greeter will be available to meet your bus and provide additional directions.

DELAYS OR CANCELLATIONS

- If there will be a delay in arrival time or for last minute cancellations, please call the admissions desk at 203-432-8987. If possible, please also contact the education office at 203-432-3775 or peabody.education@yale.edu.

MUSEUM ARRIVAL - UNLOADING AND PARKING

- There is a bus drop off/parking location on Sachem Street, near the intersection with Hillhouse Avenue (past the metered parking spaces). A museum representative will greet your bus there and provide any updated parking information. If several groups are visiting the museum, the bus driver may be directed to an alternate parking location. At the present time, IKEA in New Haven is providing free bus parking for our visitors on the side of their lot away from the store. It is located about 5 minutes from the museum. Directions will be provided. Due to ongoing construction, bus parking in any of the lots adjacent to the museum is no longer possible. **Buses are not allowed to park in the museum lot.**
- Limited parking for cars and small vans is available in the Museum’s temporary parking lot located across the street from the Museum. Regular parking rates of \$5 per vehicle apply.

MUSEUM ARRIVAL - CHECK IN

- Please assign **one person** to precede the group into the museum, providing an accurate count of children and adults and payment, if it has not been made prior to arrival. **Be sure to bring a copy of your confirmation e-mail.** The admissions desk will ask to see it.
- Museum staff will facilitate with group entry and provide additional information.

- There are a limited number of coat hooks and space for your lunches and other materials near the bathrooms adjacent to the lobby. Please keep what you bring to a minimum so other groups will also have space, especially during very busy months in the spring.
- If your class will be participating in a program, be sure to ask for the time and location of your program, and please be on time. Floor staff will assist you.

DURING YOUR VISIT

BATHROOMS

- All bathrooms are located in the lobby on the first floor. Each bathroom can only accommodate up to three people at a time. Chaperones should escort children in small groups to avoid creating congestion outside the bathrooms.

DISCOVERY ROOM

- The Discovery Room located on the second floor has many hands-on specimens and interactive exhibits. Please remind your students to handle the specimens with care.
- Because the room is limited in size, there is a fire code maximum limit of 20 people, including 2 staff, so plan accordingly. All students entering the Discovery Room should be escorted by their chaperone.
- If there is another class waiting to get into the Discovery Room, please limit your visit to 10 minutes. You are welcome to return later.
- There are live animals in the Discovery Room including snakes. These can be disturbed by loud noises, so remind your students to keep their voices down. Visitors should not tap on the glass of the enclosures.

MUSEUM STORE

- Students should visit the Museum Store in small groups and must be accompanied by a chaperone. Please provide one chaperone for every five students.
- Please allow enough time for shopping and checking out.
- Food, drinks and gum are not allowed in the Museum Store.
- Strollers are not allowed in the Museum Store.

LUNCHES

- The museum does not have a cafeteria and there are no indoor dining facilities. Several outdoor areas are available for students who bring lunch. In case of inclement weather, limited lunch space **may** be available indoors. Please note that indoor lunch space cannot be reserved in advance and is not guaranteed. We recommend making arrangements to eat on the bus as an alternative.

DEPARTURE

- For safety reasons, ***we discourage the use of the lobby as a gathering space.*** Groups should establish a designated exhibit area in the museum (or outside when weather permits) to reconvene at the end of their visit.
- Do a final headcount before leaving the museum or museum grounds.

IMPORTANT INFORMATION

MUSEUM POLICIES

- Children must be supervised at all times.
- Food, drink and gum are not allowed in the exhibits.
- Groups engaging in behavior that may damage the exhibits or disturb other visitors may be asked to leave and/or prevented from scheduling future visits.
- The museum reserves the right to cancel guided programs for groups arriving more than 20 minutes late.
- If you fail to show up for a scheduled visit without notification, you will forfeit your payment or be invoiced for the pre-arranged amount.
- Coupons and membership discounts do not apply to group visits.
- A \$25.00 administrative fee will be added to the balance due for all programs not paid in full beforehand or at check-in.

Museum Manners for a Successful Visit to the Yale Peabody Museum

In order to have the best possible experience at the Yale Peabody Museum, please discuss the following points with students and chaperones before your visit.

For Students

- Students must stay with their chaperone at all times, whether in the exhibit space, gift shop, or walking to and from the museum.
- Be considerate of other visitors – use your “inside voice” in the museum, especially when other programs are happening.
- Questions and comments are great! Please raise your hand when you want to speak and listen quietly when others are talking.
- For safety reasons, please do not run in the museum.
- Be respectful to the docent (guide) leading your group and other museum staff.
- Please stay to the right on the stairs so others can pass.
- If possible, leave coats, backpacks, and large bags at school or on the bus. They may not be taken into the galleries and will have to be left unattended.
- Please do not text or make phone calls during programs.
- Food, drink and gum are not permitted in the galleries.

For Teachers and Chaperones

- BE SURE TO COUNT YOUR STUDENTS before you arrive and before you leave the museum.
- Students must remain in chaperoned groups at all times whether in the exhibits, museum store, or walking to and from the museum.
- For their own security, please be sure the children know the names of the adults in charge of their groups.
- You are welcome to join in discussions, encourage students’ participation and help students relate museum activities to what they have been studying.
- Teachers and chaperones are responsible for maintaining discipline as you would in the classroom. Please set a good example for students to model.
- Please assist with safety by monitoring your students on the stairs, making sure there is an adult at the back of each group, and encouraging them to be safe moving to and from the bus.
- Please, no texting or phone calls in the galleries.