

YOUR VISIT TO THE YALE PEABODY MUSEUM

Thank you for scheduling a visit to the Yale Peabody Museum of Natural History. Please review the following information upon reserving your visit or program.

TWO WEEKS BEFORE YOUR VISIT

CONFIRM PAYMENT PLAN

- Payment is expected on or before the date of your visit.
- Reservations paid in full **at least 2 weeks prior to arrival** will receive a 10% discount.
Invoices for payment after the date of the visit will include a \$20 administrative fee.

DAY BEFORE YOUR VISIT

ASSIGN CHAPERONES AND DIVIDE YOUR GROUP

- All groups visiting the museum are required to have a minimum of 1 adult chaperone for every 8 students. Students must be supervised by chaperones at all times.
- Up to 5 adults per group of 20 students are included in the group price. Additional chaperones will be charged the reduced admission rate of \$10 on the day of your visit. This includes waived districts. Chaperones who arrive on the school bus will avoid the \$5 fee for parking in the Peabody lot.

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.
- Print and copy activity sheets/scavenger hunts for student investigations.
- 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.
- 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 should not 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.

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 be 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 room including snakes. These can be disturbed by loud noises, so please ask 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 the 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.
- Coupons and membership discounts do not apply to group visits.
- A \$20.00 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 shortly 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 going on.
- 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.