

We look forward to your upcoming group visit to the Yale Peabody Museum. The following information will help to ensure a fun and successful visit.

### Before your visit:

- **Be sure your reservation is confirmed.** All groups must register at least three weeks in advance and will receive a confirmation email once a date has been assigned.
- **Recruit chaperones.** We require one chaperone for every eight students. Chaperones must remain with their group at all times. If chaperones are arriving separately, arrange to have them meet the group at the Group Entrance.
- **Identify your learning goals,** and prepare students to seek out relevant concepts, ideas, and objects. For assistance, please email [peabody.education@yale.edu](mailto:peabody.education@yale.edu)
- **Prepare nametags** for students and chaperones which include the name of the school, and provide each chaperone with a list of names and phone numbers.
- **If eating in the museum, ask students to bring lunches in disposable bags,** labeled with their names. If possible, place lunches for each class into separate large bags. One large rolling bin will be available to your group for storing lunches. Food and drink are not permitted in the museum galleries.

### Day of your visit:

- **If traveling by bus, provide your driver with directions** (page 4) to the group drop-off lane on Sachem Street. The drop off can be accessed from Whitney Ave. This is a drop-off lane only, no parking is available.
- **Encourage students to leave heavy or bulky items on the bus.** There is limited space for storage in the museum.
- **Provide chaperones** with a copy of the Chaperone Checklist (page 3) and schedule for your visit. Your greeter will provide maps to chaperones upon arrival.
- **Hand out any activity sheets** that you have prepared for students. We encourage activities that allow students to explore in small groups and make observations. Please provide pencils if using worksheets.
- **Print a copy of your confirmation email.** Write the total number of students and teachers on the sheet. You'll hand this to the greeter who checks in your group.

- **After exiting your bus, gather your group on the Sachem Street Plaza.** A greeter will provide a brief orientation and collect your lunches. If group members are arriving separately, please wait on the plaza until the entire group arrives.
- **Limited parking is available** for group members that drive separately. The museum's parking lot at the corner of Whitney & Humphrey. Tickets must be validated at the front desk. Please do not park in any other Yale staff lots.
- **If a greeter is not present** at the group entrance when you arrive, please ring the intercom to the left of the group entrance and someone will come to greet you. **If your group is arriving late**, arriving early, or is no longer able to visit, please call the Education Department at 203-432-0950 or email [peabody.education@yale.edu](mailto:peabody.education@yale.edu).

### During Your Visit

- **Restrooms are located on every floor** of the museum. Please bring students in small groups to avoid congestion. Sinks for handwashing are also in the lunch room.
- **The museum store** may only accommodate one group at a time. Be prepared to queue outside the store.
- **Some things in the museum are touchable.** Many things- especially those behind glass- are not. Encourage students to check with chaperones before touching.
- **Live animals are in the Living Lab.** Please remind students to be respectful of the animals in their homes by not tapping, knocking or shouting.
- Please speak with a Museum Guard if a person from your group is lost.
- **The Group Lunchroom** is located on the Lower Level in the Education Wing. To access this room, take the elevator located next to the lobby and group entrance.

### Departure

- If you need to collect things from your group's storage bin, please make a request at the front desk a few minutes before departure.
- Contact your bus driver before departure and ask them to meet you in at the Sachem Street bus drop-off/pick-up area.
- After your visit, please complete the post-visit survey, found here (TBD). In the days after the visit, ask students to draw, write, or present about their experience. Consider scanning and sending student work to [peabody.education@yale.edu](mailto:peabody.education@yale.edu).

YALE  
PEABODY  
MUSEUM

Chaperone Checklist  
Fall 2024

1. Learn you students' names and take a headcount periodically throughout your visit.
2. Ask your teachers about the learning goals for the visit and how you can help.
3. Encourage your students to make observations, ask questions, and share their ideas with their peers. It's okay if you don't know all the answers!
4. Please arrive on time to any workshops or lunches on the lower level, accessed by the Sachem Street Elevator. The elevator can take several minutes on a busy day.
5. Help us keep the museum safe! Be kind to people, touch only the things that are noted as touchable, and avoid shouting or running, so that everyone can enjoy their visit.
6. Please be respectful of the animals in the Living Lab. Do not tap or hit the glass. If you listen carefully, you can hear the frogs sing!
7. Remain with your students at all times during your visit.

Group Member Name	Phone Number	Favorite Thing at the Museum

Lunch time and location:

Departure time and location:

Schedule or Notes: \_\_\_\_\_

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# YALE PEABODY MUSEUM

## Transportation Instructions Fall 2024

The **Yale Peabody Museum** is located at 170 Whitney Avenue in New Haven, CT, conveniently located off of i-91. The bus drop-off zone is just off of Whitney Ave, outside of the Environmental Science Center at 21 Sachem St. The drop off zone is on the north side of the street. Please enter from Whitney Ave.

The **drop-off zone** has room for three buses. If the drop-off zone is full, please drive around the block. Please do not block traffic on Sachem Street. Students will enter the museum through the Group Entrance, noted on the map as #2.

**Bus parking is not available** at the museum. Buses may be able to wait at off-campus or downtown spaces. Buses may not wait at the drop-off zone.

**If members of your group are arriving by car**, very limited parking is available in the museum lot at the corner of Whitney Avenue and Humphrey Street. The lot is available starting at 9:30am. Parking tickets must be validated at the front desk. Other parking is available at meters along Sachem, Hillhouse, or Prospect.



Please print, fill out and hand to your greeter upon arrival.

Group Name \_\_\_\_\_

Group Leader Name \_\_\_\_\_

Group Leader Cell phone # \_\_\_\_\_

Visit Date \_\_\_\_\_

# of children in your group \_\_\_\_\_

# of adults in your group \_\_\_\_\_

Did your group bring lunch today? \_\_\_\_\_

If yes, would you prefer to eat inside or outside? \_\_\_\_\_

May we contact you for a post-visit survey? \_\_\_\_\_