

YOUR VISIT TO THE YALE PEABODY MUSEUM

Thank you for your interest in visiting the Yale Peabody Museum. Admission to the Museum is free, but reservations are required for school field trips and group visits at least three weeks in advance. The following information is provided to help you plan your visit.

AT LEAST THREE WEEKS BEFORE YOUR VISIT

PREPARE YOUR FIELD TRIP PLANS

- Select up to three potential field trip dates.
- Determine the number of students and adults who will be visiting. We require at least one adult chaperone for every 8 students.

RESERVE YOUR DATE

- Request a visit to the Museum through the website using our [on-line registration form](#). All groups must reserve their visit date at least three weeks in advance. Visit dates and times will be confirmed in an e-mail from the Peabody Education Office.
- If you will be at the Museum at lunchtime, consider reserving our lunchroom for your brown bag lunches.
- If you would like your visit to include a stop at the Museum Store, please allow for extra time. Store staff may limit the number of people in the store at one time. All students must be accompanied by a chaperone.

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.

DAY BEFORE YOUR VISIT

- Review “Museum Manners for a Successful Visit to the Yale Peabody Museum” (last page of this package) with your students and discuss appropriate behavior.
- Complete any pre-field trip activities in the classroom.
- Make copies of any worksheets you may want your students to complete while at the Museum.

DAY OF YOUR VISIT

PRIOR TO DEPARTURE

- Make sure you have a copy of your visit confirmation e-mail.

- Meet with your chaperones to confirm that they understand responsibilities and procedures. Teachers and chaperones are responsible for the behavior of students.
- 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.
- Review the itinerary received in the confirmation packet with your chaperones. Provide them a copy if possible.
- 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.** There is a bus drop-off on Sachem Street for your safety. On most days, a museum staff member will be available to meet your bus and provide additional information.
- 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. If needed, the museum has a limited supply of clipboards available.

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, also contact the Education Office at 203-432-3775 or peabody.education@yale.edu.

MUSEUM ARRIVAL - UNLOADING AND PARKING

- The bus will drop off your group at the pull-off on Sachem Street, between Whitney and Hillhouse Avenues. On most days a museum representative will greet your bus there, check you in and confirm your itinerary. Buses cannot park on Sachem Street or in a Yale parking lot.
- Review “Museum Manners for a Successful Visit to the Yale Peabody Museum” with your students and chaperones.
- Confirm your pick-up time with your bus driver.
- Limited parking for cars and small vans is available in the Museum’s parking lot. This is located just north of the Museum at the intersection of Whitney Avenue and Humphrey Street (see map). While space is available, parking in this lot is free with validation at the front desk. On weekdays, chaperones and other visitors coming with your group cannot park in other Yale parking lots. If the Peabody lot is full, on street parking is available – meters or permits may apply.

MUSEUM ARRIVAL - CHECK IN

- The Museum now features a **new group entrance** on Sachem Street near the previous entrance on the corner of Whitney Avenue and Sachem Street. Please enter and leave the Museum using this entrance to keep the public lobby clear for other visitors. If a greeter has not met your group and checked you in, please assign **one person** to precede your group into the museum. This person will go to the admissions desk in the lobby, show **a copy of your confirmation e-mail** to Visitor Services staff, and provide an accurate count of children and adults.

- Museum staff will direct your group to a bin where you can store coats, backpacks, lunches and other gear. Please keep what you bring to a minimum so other groups will also have space, especially during very busy months in the spring. Some things can be left on the bus.
- If your class will be participating in a program, or if you will be eating lunch at the museum, be sure to ask for the time and location of your program or lunch reservation, and please be on time. Floor staff will assist you. Education classrooms and the lunchroom are located on the museum's lower level.

DURING YOUR VISIT

REST ROOMS

- There are rest rooms on every floor of the Museum. Chaperones should escort children in small groups to avoid creating congestion outside the bathrooms.

LUNCHES

- The Museum has a lunchroom which you can reserve for your class or group. The lunchroom is limited to approximately 50 people. Group reservations for the lunchroom are for 20 minutes, so please plan to arrive on time and be ready to leave when your time is up so the next group can enter. Several outdoor areas are also available for students who bring lunch. At the present time, food cannot be purchased in the Museum.

LIVING LAB

- The Living Lab is located on the third floor and has many hands-on specimens and interactive exhibits. Please remind your students to handle the specimens with care.
- There are live animals in the Living Lab including snakes, fish, frogs and lizards. 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. If it is busy, the store may limit the number of students who may enter at one time. Please be patient.
- Allow enough time for shopping and checking out.
- Strollers are not allowed in the Museum Store.

DEPARTURE

- All school classes and groups should leave the Museum through the group entrance. You should plan to meet your bus on Sachem Street at the bus drop-off area.
- Groups should establish a designated location in the museum (or outside when weather permits) to reconvene at the end of their visit. For safety reasons, ***we discourage gathering near the group or public entrances.*** A nearby alternative is the Central Gallery.

- Do a final headcount before leaving the museum or museum grounds.

IMPORTANT INFORMATION

MUSEUM POLICIES

- Children must be supervised at all times.
- Food and drinks are not allowed in the exhibits.
- Groups engaging in behavior that may cause damage to the exhibits or disturb other visitors may be asked to leave and/or prevented from scheduling future visits.

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, do not run in the museum.
- Be respectful to museum staff.
- Please stay to the right on the stairs so others can pass.
- If possible, leave coats, backpacks, umbrellas and large bags at school or on the bus. Backpacks and bags may not be taken into the galleries.
- Please do not text or make phone calls during programs.
- Food and drinks 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 students to be safe moving to and from the bus.
- Please, no texting or phone calls in the galleries.

