



K-12 School and Group Visit Planning Guide and Checklist: 2011-2012

Thank you for booking a school or group visit to the Peabody Museum! Included in this confirmation packet are your **visit confirmation sheet**, with estimated fee, and guides that will help you prepare for and make the most of your visit to the museum. **Please review everything in this packet carefully.**

Also included are additional materials you requested or need such as directions, bus parking information, and brochures. **PLEASE NOTE THAT THE BUS DROP-OFF LOCATION HAS CHANGED THIS YEAR.** Many of these materials and additional information are available from our Education Department webpage www.peabody.harvard.edu/education

If you have scheduled a visit for more than one group, be sure all teachers have access to the visit confirmation sheet, hunt, guides, and other materials.

To help you prepare for your visit, a **Teacher Planning Checklist** is provided on page 2. Please contact the Education Department at **617-495-3216** or pmae-ed@fas.harvard.edu if you have any additional questions. We look forward to seeing you and your students at the museum!

Chaperone Guide: This guide contains the museum map, guidelines, highlights, tips, and space for you to outline your visit activities and list the students each chaperone is supervising. Chaperones are responsible for the safety and conduct of their students at all times. **Please complete and distribute the guide to all chaperones in advance of your visit.** The Chaperone Guide will also be available at the museum. A map of the entire museum complex, including the adjacent Harvard Museum of Natural History, is available on our webpage. **Please note that exhibits change every year.**

Gallery Hunt and Exhibit Extras Guide: If you have scheduled a class, these are enclosed or available on our webpage. They provide activities and ideas for students and chaperones to use while exploring the museum before or after their scheduled class. **These are particularly useful if you are visiting in a large group and must wait for your scheduled class time.** [These are not available this year for the new class Amazing Aztecs.]

In advance of your visit, consider giving copies of the Gallery Hunt and Exhibit Extras Guide (or activities you have designed), clipboards, and pencils to your chaperones for use with their students. The hunt, guide, and pencils will also be available at the museum. **Be sure to plan adequate time for these activities.**

Teacher Guide: If you have scheduled a class, your **updated** Teacher Guide is enclosed or available on our webpage. This guide provides MA Framework Correlations, learning objectives, vocabulary, recommended resources, and activities. The guide may help you and your students to prepare for, and connect in-school experiences to, your museum visit.

K-12 School and Group Visit Teacher Planning Checklist 2011-2012

Before your arrival at the Peabody Museum:

- Have a copy of your visit confirmation sheet and your payment ready: cash, MasterCard, Visa, or check made out to "Peabody Museum." Know the exact number of students and chaperones in your group. If you need an invoice, please request it far enough in advance so that you have payment with you the day of your visit.
- The time of arrival on your visit confirmation sheet is earlier than your scheduled program time to allow for orientation. So that you arrive on time, plan for weather and traffic delays. **There is no parking at the Museum.** Groups and chaperones driving on their own should visit www.peabody.harvard.edu/directions in advance for parking options.
- Prepare your chaperones (1 chaperone is required for every 5 students). Be sure they are familiar with the guidelines and the visit schedule, and that they have copies of the completed Chaperone Guide and other materials, such as the Gallery Hunt or Exhibit Extras Guide, you want them to use.
- Prepare your students. Go over the museum guidelines in the Chaperone Guide. Use the resources in the Teacher Guide, if you have booked a class, to get ready.
- Nametags are encouraged! Peabody Museum educators like to be able to refer to students by their names.
- If you have reserved the Education Classroom for lunch, be sure your chaperones know the scheduled time(s). There is no other place to eat inside the museum. An outdoor space is available, weather permitting.

Upon arrival at the Peabody Museum (11 Divinity Ave. entrance):

- When you arrive, a museum educator will meet you and take your students to the Education Classroom to drop off coats and bags and begin orientation. The educator will also direct you to the desk where you will pay.
- If you are arriving by bus, the drop-off location has changed this year; it is back on Divinity Avenue.** The driver should then proceed to the bus parking area. Provide the driver with the Bus Parking Information sheet in this packet and be sure she knows when to return for pick-up.
- Your group will have a bin for coats and bags. Encourage your students to use small bags the day of their visit, as space is limited within these bins.

During your visit to the Peabody Museum:

- Follow your visit schedule for classes, self-guided exploration, and lunch. You may self-guide visit the adjoining Harvard Museum of Natural History for no additional cost, but you should plan extra time. Maps of both museums are available on our webpage. **Please note that exhibits change every year.**

After your visit to the Peabody Museum:

- Please complete and return the evaluation form that the museum educator will hand you. Your feedback is extremely important and helps us improve our school and group programs.
- Use the resources in the Teacher Guide to build upon your museum experience. Visit the museum's website www.peabody.harvard.edu to explore the on-line features, including multi-media resources.