



# FIELD TRIP QUICK FACTS FOR TEACHERS

Please print this document and complete the bottom portion before checking in with your field trip.

## Arriving at the Museum

### Unloading and Parking

**Bus Arrival:** Buses may circle the round-about on Water Street, then unload students into the grassy area between the green and yellow houses.

Per City ordinance, bus parking is not permitted in Salem Riverfront Park. Buses may park at the soccer field at Wallace Marine Park. (Scan QR for directions.)

**Car Arrival:** Free parking is available under the bridge in front of our entrance, along Water Street, and in the east half of the Salem Riverfront Parking lot. Please have students gather in the grassy area between the green and yellow houses.

### Wristbands and Orientation

Once your group has arrived, museum staff will pass out wristbands to chaperones to put on themselves and their assigned students. All visitors (children and adults) must wear a wristband while onsite.

After everyone has their wristbands on, museum staff will lead your group in a brief orientation, then release students and chaperones to explore the museum.

### Payment

At this point, museum staff will guide your lead teacher to the front desk for payment. Please bring this form with you.

### Sack Lunches

Lunches can be stored in your designated lunch eating area during your trip. Storage bins for lunch bags are available upon request. Because of limited storage space, we encourage bringing sack lunches rather than lunch boxes. After your group's orientation and payment, museum staff is available to help transport lunches.

## Check-In Form

### Group Information

School Name:

Grade(s):

Lead Teacher Contact Name:

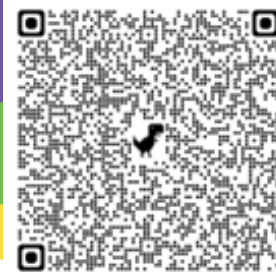
Lead Teacher Contact Cell Phone #:


### Today's Attendance

Students:

School Staff:

Chaperones:

Bus Parking Map

## During Your Trip

### Self-Guided Exploration

Field trips at the Gilbert House are self-guided, so chaperones may move their groups throughout the museum at their own pace. For a more enjoyable experience for your group and our other guests, please spread out from other chaperone groups as you explore.

### Chaperones

Chaperones are responsible for the behavior of their assigned students during the trip. Students must stay with their assigned chaperones at all times.

### Lunch Procedures

Food may be eaten anywhere outdoors at any point, but the covered pavilion is reserved for your group during your assigned time. Your time slot will be posted on the wall of the pavilion. No food or drink is allowed indoors. A water fountain is available next to the ramp between the green house and the restroom building.

### Separated Group Member

If a member of your group becomes separated, please notify a museum staff member. Staff can initiate a search to help reunite your group quickly.

### Lost and Found

Please visit the Front Desk for Lost and Found items.

### Exiting the Museum

Chaperones should have their students use restrooms and prepare to leave 10 minutes before your group's scheduled departure time. Your group may line up under the white, covered patio next to the field trip gate while waiting for your bus.

### For Museum Staff

Wristband color:

Notes:

Be sure to complete the other side of this bottom portion and bring it to the Museum on the day of your visit. You will need it to check in.