

# Out-of-School-Time Teacher Checklist

**PLEASE NOTE there will be other families and children in the museum during your visit.**

## 2 Weeks in Advance:

- Share the **Teacher Checklist** and the **Chaperone Planner** with all teachers.
- Payment** is due. You can pay over the phone with a credit card, or mail a check payable to Discovery Museum. A refund will be issued if you arrive with fewer than the estimated number of students or parents.

## 1 Week in Advance:

- Organize **chaperone groups** of 5 children with 1 adult. Engaged parent chaperones are essential for a successful visit to our hands-on museum, therefore other guests and siblings may not accompany chaperones. Please ask chaperones to ride the bus with you as our parking is limited.
- Print and fill out the **Chaperone Planner**, one for each chaperone. There is a section to list key information such as goals for the day, names of the students in the chaperone's group, and start/end times of the visit. There is also a map of the museum and tips for learning together.
- If you are staying for **snack or lunch**, please note that only *outdoor* seating – picnic tables and lawn space – is available for field trips at this time. We cannot accommodate indoor eating for our group visitors. We will provide unrefrigerated bins to store lunch boxes while you visit.

## On your field trip day:

- In the case of inclement weather, you may confirm the museum is open on the day of your visit by calling 978-264-4200 after 7:30AM.
- Plan for both indoor and outdoor exploring; bring coats, boots, hats, etc. as necessary, for children **and adults**.

## During your visit:

- There is a marked school bus drop-off/pick-up spot on the right as you come up our driveway. **Please remain on the bus when you arrive**; we will come aboard to greet you.
- As everyone comes off the bus, students and chaperones will gather into their pre-assigned chaperone groups of 5 children each. Each chaperone group is free to explore in the museum and Discovery Woods at their own pace. Our staff will be available throughout your visit.
- Buses will park off campus and return 15 minutes before your departure time.
- Please note that **Bessie's House** (Ship Room, Train Room, Bessie's Diner, and Backyard at Night) and Brain Building Together are not available to group visitors due to the small size of those spaces.
- If weather allows picnicking, lunches will be unloaded at the time of drop-off.

Please let us know if you have any questions before or during your visit – we are happy to answer them!