School Programs: Pre-Visit Checklist

This checklist will help you prepare for your visit to The University of Kansas Natural History Museum. Planning ahead is the key to making your trip a success.

Before the day of your visit

✔ **Review** appropriate museum and program behavior with your students such as show respect for program materials and museum staff, and be courteous to other visitors.

✔ **Choose** competent chaperones. Be sure they know the visit schedule, and know the behavior you expect from your students.

✔ **Review** chaperone policy and expectations with participating chaperones (see Chaperone Guidelines on reverse side).

✔ **Bring** copies of discovery guides to explore as groups, if desired. Options include: Scavenger Hunts that explore specific exhibits, and Museum Checklists with a more open-ended format. Discovery guides and a Chaperone Guide with suggestions on how they can be used can be downloaded from the museum website (www.biodiversity.ku.edu). Answer keys are available at Visitor Services desk.

✔ **Contact** the Kansas Memorial Union, next to the museum, if your group plans to eat lunch in that space; (785) 864-4651 or eventservices@ku.edu. To arrange a picnic space in a Lawrence city park call (785) 832-7923.

Before you arrive

✔ Have an **accurate count** of all students and chaperones (including teachers) for all groups.

✔ **Collect** and organize all fees ($5 per student classroom fee; $60 flat rate per gallery program).

✔ **Organize** your groups ahead of time; make sure they know the schedule. **Respect** the ratio of 1 adult chaperone (includes teachers) for every 5 students in the classroom; paraprofessionals are exempt from this number. Additional adults will be asked to leave the program area.
School Programs: Visit Day Checklist

When you arrive

✔ Arrive 15 minutes before your first program. If you will be late, call (785) 864-4173. A program will be canceled if you if you arrive 15 minutes or more after the start of your program without notice.

✔ Buses load and unload in front of the museum. Bus parking is at the football stadium, lot #94. Cars should use the parking garage (lot #68) one block north of the museum; see Chaperone Guidelines.

✔ Check in with the Public Education staff member in the lobby at the main museum entrance. If you require ground level access, use the north doors near the Kansas Memorial Union; elevator to the left.

✔ Lunches (consolidated into boxes) can be stored in the coat area to the right of the main lobby.

✔ Give student count and payment directly to Public Education staff member that greets your group. We accept cash, check (made out to the KU Natural History Museum) or credit card (MasterCard or Visa).

During your visit

✔ Ensure subsequent groups meet 10 minutes before their scheduled program at the Visitor Services information desk to be escorted to their program by a staff member.

✔ Consumption of food and drink in the museum is prohibited.

✔ The use of cell phones and cameras by students is prohibited during programs. Students are welcome to use these devices during their self-guided museum exploration.

✔ A teacher must be present in all programs.

✔ Chaperones must remain with students when exploring the museum to ensure appropriate behavior.

Chaperone Guidelines

✔ Cars must park in the parking garage (lot #68), one block north of the museum. See http://www.parking.ku.edu/visitor-parking for current rates and a campus map.

✔ Respect the 1:5 adult chaperone ratio (including teachers) in the classroom to ensure a safe and enjoyable experience. Additional adults will need to leave the program area.

✔ Adults with siblings are not permitted in the program area, but are welcome to explore the museum. Program spaces are limited to students and chaperones.

✔ The role of a chaperone in a program is to support a fun and effective learning environment for students. Help ensure a positive experience by not participating in disruptive behavior (e.g. cell phones, personal conversations, interrupting the program) and assisting during activities when appropriate.

✔ Chaperones are welcome to take photographs during the programs (not video), if not disruptive.

Questions? Call Public Education at (785) 864-4173.