

MUSEUM OF THE SHENANDOAH VALLEY

THE HOUSE • THE GARDENS • THE MUSEUM

SCHOOL TOUR CONTACT:
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On the Day of Your Field Trip

We are very happy that you have decided to visit the Museum of the Shenandoah Valley! There are a few things you should know for the day of your visit. **Please read the following carefully.** Contact the Education Coordinator if you have any questions.

Your Arrival:

Please strive to arrive to the museum on time for your scheduled tour. Bus and vehicle unloading areas will be determined by the tour type you have chosen. If you are to visit the **gardens** first, please drop your students off at the garden entrance **Gatehouse**. If you are to visit the **museum** first, please drop your students off at the **front entrance of the museum**. Bus parking is located at the back portion of the visitor parking lot. Please refer to the Bus Route Map for loading areas and parking.

Late Arrivals:

Please note that if your group is **more than 15 minutes late**, we will do our best to accommodate you, but we cannot guarantee completion of the scheduled activities.

Chaperones:

There must be **one adult chaperone per ten students** (K-9). Chaperones are expected to maintain discipline and **stay with their group at all times**.

Lunches:

The Museum of the Shenandoah Valley offers two locations for student lunches. You may reserve either the **Learning Center** (inside) or the **Picnic Area** (outside). If the weather is unfavorable for an outdoor lunch, an indoor area will be made available. **PLEASE NOTE that we are unable to store individual or loose lunches.** Please pack lunches in a labeled carton or cooler. They will be stored at the designated lunch area.

Food, Drinks, and Book Bags:

Food, drinks, and book bags are not allowed in the museum galleries (second floor), or inside the historic house. Food consumption is limited to the Picnic Area and the museum's first floor.

Photography:

Although we do encourage photography in the gardens and / or the first floor of the museum, **photography is strictly prohibited inside the museum's Gallery Level and the Glen Burnie Historic House.** Please be sure students have their cameras out of sight while touring the museum galleries and historic house.

Pencils and Pens:

Most school groups will be provided with activity sheets or scavenger hunts to complete while touring the Museum of the Shenandoah Valley. Students will *not* need to bring their own pencils or pens, for they will be provided by the museum. **Please note that pencils and pens are not allowed in all gallery areas.** If the students are to complete a non-museum activity and need to bring their own writing utensils, please contact the Education Coordinator in advance.

Dress:

If you are planning to tour the Glen Burnie Historic House and / or Gardens, please dress appropriately for weather conditions. Students will be walking and spending most of their tour time outside. Umbrellas and rain coats are welcome if needed.

Cell Phones:

Please be sure that all cell phones are off while touring the Museum of the Shenandoah Valley.

Thank you for visiting the Museum of the Shenandoah Valley!