

Guidelines for Chaperones

1. Please familiarize yourself with the museum floor plan and exhibit descriptions before arriving: www.discoverymuseum.net
2. Basic rules of the museum:
 - Children under 13 years of age must be accompanied by an adult.
 - Use of tobacco products of any kind on museum property is prohibited.
 - Food and drink are prohibited in the museum unless as part of a planned program.
 - Groups of ten or more people must have advanced reservations in order to receive the group rate of admission.
 - Adults accompanying children to the museum are responsible for the behavior of children in their charge. Unruly, destructive, or disorderly behavior will result in being asked to leave.
 - Shoes and shirts must be worn at all times in the museum.
 - Children **must be** accompanied by an adult on the roof of the museum.
3. Each field trip group should be divided into subgroups with an appropriate adult to child ratio. Each subgroup should start the museum visit in a different exhibit area/floor. Children from your group should not be unattended on any of the floors of the museum.
4. Children and adults should wear nametags that also state the name of their school or group.
5. Adults should interact with children in the exhibits. Encourage questions, do not just give answers. Follow the children's lead. Allow them to set the pace. Some children want to go fast through the museum, others prefer a slower pace.
6. Please remember to take artwork with you.
7. Please do not wait until the end of your visit if you plan to make purchases in the store. Plan a schedule for your students to visit the store during your field trip. Chaperones must accompany children in the gift shop.
8. For maps of Winchester, VA go to the following website:
www.oldtownwinchesterva.com/

Adults accompanying your group should be prepared to enter the exhibits with the children and assist the logistics of the visit. Also, the behavior of the children during the visit is the responsibility of the accompanying adults. The museum is not a place for unruly or destructive behavior.