

Royal BC Museum SCHOOL VISIT INSTRUCTIONS

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Student field trips can be exciting educational experiences. Planning ahead makes all of the difference. Here are some ideas to make your visit to the Royal BC Museum enjoyable.

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Royal BC Museum SCHOOL VISIT INSTRUCTIONS

PRE-VISIT

We welcome teachers to visit the Royal BC Museum galleries and preview the exhibits before they bring students for a tour.

This is a great opportunity for you to consider how to structure your student's time during a visit, what exhibits to focus your curriculum on, and what materials you may need to prepare.

Admission to the galleries is free for teachers who have booked a school visit. Please provide your pre-booked visit confirmation number when arranging a teacher preview or pre-visit tour.

- Check your **confirmation email** to make sure the information and dates are correct.

- **To make any corrections** or to cancel a booked school program, call on a weekday no less than **two weeks** prior to your visit. **To cancel** a self-guided tour or IMAX Theatre visit, please call no less than two business days in advance. Call 250-387-4007 or toll free at 1-888-447-7977, press 0 and ask for the Group Sales office or send an email to: rbcgroups@royalbcmuseum.bc.ca – make sure to quote your confirmation number found in the email sent after you book your program or self-guided visit.

- Review our **Behavior Expectations** on page 5 with your students and familiarize yourself with our policies included with Helpful Info on page 7.

- **You must sign and print the Behavior Expectations** on page 5 in order to pick up your tickets.

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WHEN YOU ARRIVE

Arrivals

- Please arrive no more than 30 min before your program start time. Groups arriving too early may be asked to wait. **The museum opens the lobby doors at 9:45 am and the Group Entrance doors at 10 am.**
- Between February 1 and April 30, 2010, access to the **Group Entrance** doors is partially obstructed. During this time you may use the main lobby entrance.
- Gather your students and chaperones in an orderly group inside of Clifford Carl Hall.
- For **Docent Led** programs, a volunteer docent will meet your group when you arrive. Please follow their instructions.
- Our Orientation Video will provide a preview of what to expect at the museum.

- **Backpacks** larger than 30 x 30 cm are not allowed in the galleries. There is no secure storage for backpacks at the museum. If you must bring them with you, you will be instructed as to where they can be kept.
- **Restrooms** are located behind the coat check and can also be found on each floor.

Tickets and Payment Arrangements

- You may pay for and collect your tickets on the day of your booking or in advance of your visit. There will be **no refunds or exchanges** once the booking has been paid for and the tickets have been printed.
- Present your **confirmation letter** and **signed Behavior Expectations** to any available cashier at Admissions to obtain your tickets.

- **Payment must be made in person** by Canadian or US cash, Visa, MasterCard, American Express, Interac, money order in Canadian funds, or organization cheque in Canadian funds payable to the Royal BC Museum Corporation.
- For payments by Credit Card where the cardholder will not be present, contact our Groups Sales office to obtain a credit card authorization form which must be filled out by the cardholder in advance of your visit and presented at the time of payment by the group leader.
- If you choose not to show up, or do not cancel your booking with the Group Sales office, the cost of your reservation will be invoiced to your school.
- On the day of your trip, please call 250-387-4007 **if you cannot make your assigned check in time.**

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THE LEARNING EXPERIENCE

Field trips can enhance student's education by giving them hands-on experiences, the opportunity to see historically-significant objects in person and ask questions of museum and archives staff who are experts in their fields.



Docent Led Programs

The Volunteer Docent who leads the School program will meet your group in the lobby closest to the group entrance. They will provide instruction in regards to coats, lunches and backpacks.

The Volunteer Docents will skillfully lead your students through the program providing them with hands on experiences and fun learning opportunities.

Please refer to your specific Teacher's Guide for more detailed information on program contents and if you wish to predetermine your student groups.

We allow up to 1 adult chaperone per 3 students.

IMAX Theatre Visits

An IMAX film is a great addition to your museum experience.

Your IMAX ticket should be used for the film you have selected on the date and time booked.

The IMAX Theatre chaperone tickets are calculated based on the number of paid admissions. 15-29 paid admissions receives 1 chaperone ticket, 30-59 visitors receives 2 chaperone tickets, etc.

For more information about educational offerings at the National Geographic IMAX Theatre at the Royal BC Museum visit their website at:

<http://tinyurl.com/mwrd6g>

Royal BC Museum SCHOOL VISIT INSTRUCTIONS

BEHAVIOR EXPECTATIONS

It is important for students and chaperones to understand your expectations of their behavior while they are on a field trip.

In addition to your own requirements, you are asked to review the behavior expectations listed here with your **students and chaperones** at school before you leave for the museum.

Chaperones

Not only are chaperones responsible for the behavior and safety of the students, they help shape each student's learning experience during the museum visit. It is helpful to give chaperones the handout on page 6 ahead of time and review it with them.

Sign and Print

You must sign this page and present it with your confirmation letter in order to pick up your tickets.

Signature:

Date:

School:

It is important for all students to abide by the following expectations:

1. **Stay with your group.** Students and their adult chaperone must stay together at all times inside of the museum, in the shop and in the lunch area.
2. **Be courteous and respectful of all visitors.** Talk quietly and walk through the museum. Take turns at interactive stations. Don't run. Don't play on the escalator.
3. **Be respectful of the museum exhibitions and building.** Use books or clipboards to write against, instead of walls, windows or exhibit panels. Don't climb on the exhibits or reach inside of them.
4. **Keep food, drinks and gum outside the museum exhibitions.** School groups are not

allowed to eat or drink in the museum exhibitions. Food may only be eaten in the designated lunch room, Clifford Carl Hall or outside on our picnic tables.

5. **Stay with chaperones if permitted to shop in the Royal Museum Shop or National Geographic Shop.** Students must be accompanied by a chaperone and are expected to demonstrate appropriate behavior.

Please follow the instructions of the museum and IMAX staff. Groups that have difficulty following museum and theatre guidelines will be asked to modify their behavior, and in some situations may be asked to leave the premises. We will follow up with a school administrator regarding incidents of unacceptable behavior.

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CHAPERONE HANDOUT

At the **Royal BC Museum**, we appreciate your support as a chaperone. Your contribution is key to helping students stay safe and get the most out of their experience.

Please enforce the museum's behavior expectations below:

1. **Stay with your group.** Students and their adult chaperone must stay together at all times inside of the museum, in the shop and in the lunch area.
2. **Be courteous and respectful of all visitors.** Talk quietly and walk through the museum. Take turns at interactive stations. Don't run. Don't play on the escalator.
3. **Be respectful of the museum exhibitions and building.** Use books or clipboards to write against, instead of walls or exhibit panels. Don't climb on the exhibits or reach inside of them.

4. **Keep food, drinks and gum outside the museum galleries.** School groups are not allowed to eat or drink in the museum galleries. Food may only be eaten in the designated lunch room, Clifford Carl Hall or outside on our picnic tables.

5. **Stay with chaperones if permitted to shop in the Royal Museum Shop or National Geographic Shop.** Students must be accompanied by a chaperone and are expected to demonstrate appropriate behavior.

Learning Activities

Let the students know that they are here to have fun and learn at the same time.

Instead of answering questions for the students, help them find the answers.

Encourage the students' exploration with open-ended questions such as: "What do you see?", "Why do you think that object was chosen for display?", etc.

Help students find answers by looking at the exhibitions, reading the written labels and/or talking with volunteer docents that may be available.

Your Schedule

Arrival time:

Lunch time:

Departure time:

Other Information

If a student gets lost or injured, go to a security guard or to the Security Desk near the group entrance.

Restrooms and drinking fountains can be found on each floor.

Royal BC Museum SCHOOL VISIT INSTRUCTIONS

HELPFUL INFORMATION

Backpack Policy

Backpacks or bags larger than 30 x 30 cm are not permitted in the museum galleries. Please leave all non-essentials in vehicles or at school as we do not guarantee a secure storage area for these items. The museum and IMAX are not responsible for lost or stolen items.

Photography Policy

Photographs are allowed in the museum's permanent galleries but we ask that you do not use a tripod and that you turn off your flash to protect our artifacts.

Photographs may not be allowed in special feature exhibits – please ask if uncertain.

Other Information

Restrooms and drinking fountains can be found on each floor.

Assigning Student Groups

Please remember that for Docent Led Program visits we accept **1 adult chaperone for every 3 students** up to the capacity of the classroom. We have found the best experience for the students in our programs comes by breaking them into smaller groups to rotate through the activity stations with a volunteer docent. You may wish to pre-determine the groups before your visit. Please refer to your Teacher's Guide for the number of groups required.

Nametags

If your school policy allows, all students, chaperones and teachers should wear nametags with the school name. In order to make students easily identifiable to chaperones we suggest you colour code the nametags if possible.

Emergency Procedures

In case of emergency, students should know they can ask for help from a security guard or anyone wearing a red docent vest.

If a student gets lost or injured, contact the nearest security guard.

If there is an emergency at the museum, please follow the instructions of security and museum staff.



