



School Tour Rules and Guidelines



Thank you for scheduling a school tour with the Swedish American Museum! Please review the following rules and guidelines prior to your visit. On the last page is a set of guidelines that can be shared with students and chaperones.

CONTACT

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MASKING POLICY

Our Museum is currently **mask-optional** for all visitors.

ARRIVAL

Please make every effort to arrive on time. Tours that arrive late will only receive a partial tour; tours may NOT be extended due to a late arrival. If you know you are going to be delayed, please call the Museum at 773-728-8111. A staff member will come out to the bus to greet you upon arrival. If you arrive more than 10 minutes early, please understand that we may not be ready for you. It is recommended that you wait on the bus until a staff member greets you to avoid standing outside.

- Tours of 20 or more may be divided into two groups.
- Please know who is in each group BEFORE you arrive at the Museum.
- A loading zone may be available in the front of the Museum for bus loading and unloading. This zone is used by businesses on our block and is sometimes in use. If this happens, your bus may have to park farther down the street to unload children. Buses may NOT park in the loading zone for the duration of the tour.
- If weather permits, please leave coats on the bus. Doing so will maximize your tour and/or lunch time.

CANCELLATION POLICY

If you must cancel a tour, call immediately. If you contact the Museum more than 48 hours prior your tour, you will not owe the tour fees. If you contact the Museum between 24-48 hours prior to the tour, you will be required to pay half of your anticipated tour fee. If you cancel within 24 hours of the reservation, you will be required to pay the entire anticipated tour fee.

NUMBER OF STUDENTS

The minimum amount of students required for a tour is 10 and our maximum is 50. If you will have less than 10 students or more than 50, please contact the Education Manager to discuss options. Groups of less than 10 students will be required to pay as though you have 10 students. Groups of over 50 students may be required to book an additional day.

If the number of students attending the tour differs from the number that you initially booked for, please alert the Education Manager as soon as possible, even if it is just a small difference. Our

staffing is scheduled based on the number of children. We want to make sure we have appropriate staff available to run the tour.

COST AND PAYMENT

The cost is \$3 per student. Chaperones and teachers are free until the maximum number of chaperones is reached. You may pay for the tour by cash, check, or charge on the day of the tour, and CPS tours may be paid through the CPS direct deposit system. Please make checks payable to the Swedish American Museum. If you choose to pay prior to the day of the tour, no refunds can be issued for absent students. If your invoice was prepaid and you bring additional students, please be prepared to pay for the extra students on the day of the field trip.

CHAPERONES

We require one chaperone (including teachers) for every five students for grades Pre-K through fourth and one for every ten students for grades five and up. There is no charge for chaperones within these ratios. There will be a \$3 per person charge for the number of adults that exceed the ratio. Please note that there is no charge for one-on-one aides and they do not need to be included in the chaperone numbers. Please let the Education Manager know if you have one-on-one aides attending your field trip.

NAME TAGS

Although nametags are not required, we highly recommend them. They allow our Educators to communicate much more effectively during the tour. Please write names large enough to be read.

LUNCH

Groups of 30 students or less may eat lunch at the Museum for no additional charge. If you would like to eat lunch at the Museum you must make arrangements before your visit. If there is no lunch time on your confirmation letter, you are not signed up for lunch. Please contact the Education Manager if you would like this added.

Lunch will take place after the tour and will last 30 minutes. Students usually have about 20 minutes to eat due to handwashing and clean up/coats (if necessary) afterward. If you students are used to a longer time for lunch, it is recommended that you eat lunch at school after the field trip.

The Museum does not provide food for lunch. Students, teachers, and chaperones must bring their own lunches. We do not sell beverages or have a vending machine at the Museum. To avoid confusion please label lunches with each student's name.

RESTROOMS

We ask that you try to use the restroom prior to your arrival at the Museum. If your group needs to use the restroom before their tour begins, please let the tour director know as soon as you arrive. Restrooms and drinking fountains are located on the first and third floors of the Museum. Only the third floor restrooms can accommodate large groups. If a student needs to use the restroom during the tour, we ask that a chaperone accompany that child with minimal disruption to the group.

MUSEUM STORE

Small groups may visit our Museum store at the end of their tour if prior arrangements have been made. We ask that no more than five children visit the store at one time.

***Please share the following rules and guidelines with your students
and ALL of the adults attending the field trip:***

STUDENT RULES

1. There is no running or jumping allowed inside the Museum.
2. Students may not leave the group at any time unless accompanied by a chaperone.
3. Please use “museum voices” or inside voices so as not to disrupt other visitors.
4. If you have a question during the tour, please raise your hand.
5. Candy, gum, beverages and food are strictly NOT permitted inside the Museum’s exhibits.
6. Please follow directions from Museum staff.

IMPORTANT!

The Museum’s permanent exhibit, *Dream of America: Swedish Immigration to Chicago*, contains very old and fragile artifacts. If your reservation includes a guided tour of our permanent exhibit, please read the following:

- Please explain to your students that we are a small museum and our artifacts are not behind ropes or inside glass cases.
- Please ask them to refrain from touching artifacts, leaning on walls and trunks, or sitting on chairs.
- Although tempting because they are so close, touching artifacts will speed up the process of deterioration and increase chances of breakage.

CHAPERONE & TEACHER GUIDELINES

1. We ask that chaperones and teachers refrain from visiting with each other when the Educators are speaking to the students.
2. Please refrain from using cell phones except when necessary (making phone calls, texting, playing games, social media, etc.) with the exception of taking pictures. Please note that we ask that you do not use flash on the 2nd floor.
3. Please assist the Museum educators when there are behavior or noise issues.
4. We require that chaperones stay with their groups at all times. If there is an emergency (bathroom, medical, etc.) and a chaperone needs to leave the group, another chaperone will need to be present. Museum staff should not be left alone with children for any amount of time. Please remember that larger groups will be split up. There should be chaperones in every group. Please be sure there are enough adults to meet our ratio requirements listed above.
5. Please allow the children time to answer the questions, even though it is sometimes tempting to answer for your students. It is also helpful when teachers give clues to children by reminding them of recent readings, assignments, class discussions, or prior knowledge.
6. We ask teachers to refrain from pointing out or separating children with behavior problems during the tour unless absolutely necessary. We find that many children who may have discipline issues in the classroom do well during the tours.
7. Please ask the educators for an appropriate time to take group or staged photos. Requesting this ahead of time will help educators plan ahead so there is enough time for you to organize a photo.
8. We encourage teachers and chaperones to get involved in tours: play along and ask questions.

The Swedish American Museum is a not-for-profit organization and all programs are supported by donations from individuals, corporations and foundations. We appreciate your support.

The Swedish American Museum is not responsible for any personal injury or loss/theft of property.