

Field Trip Guide

Confirmation Packet

EDUCATION
PROGRAMS



Welcome

Thank you for booking a field trip to the New Bedford Whaling Museum. We are happy to welcome you and your students to the Museum. In order to have the most positive experience during your visit, please review this packet before your field trip. The following pages provide all of the information that you, group leaders, students, and bus driver(s) will need for your visit. Additional information can be found on the www.whalingmuseum.org. Questions can be sent to education@whalingmuseum.org.

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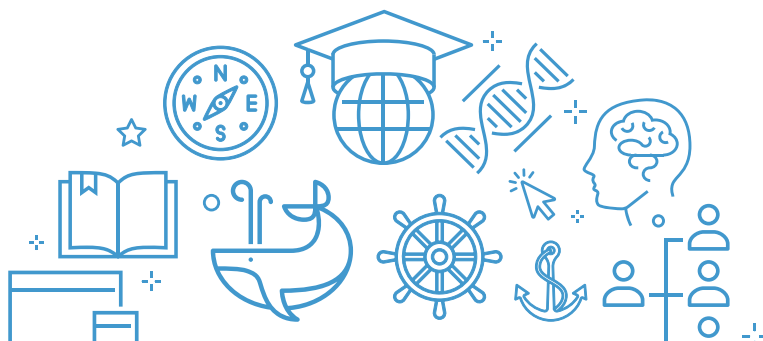
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Museum Information

Check In

What to Bring:

- List of students
- List of group leaders

Arrival Time:

- Please arrive at least fifteen minutes before your program is scheduled to begin. This allows students time to disembark the bus, hang coats and use the restroom before the program.
- We ask that just the group leader enter the Museum and check in with the Admissions Desk upon arrival to verify the group size and take care of payment.
- Please have your participants pre-divided into groups of 10 or less and paired with a chaperone.
- Guided groups will be greeted by Museum staff to welcome them, review Museum rules, and what students can expect to discover as they explore the Museum!

Late arrivals: If your group is going to be late, please call the Admissions Desk (508) 997-0046. If you are more than 10 minutes late for your scheduled visit, we cannot guarantee that all of your program expectations will be met.

Backpacks: Backpacks and lunch bags are not allowed into Museum galleries. A coat room and free lockers are available for all chaperone and small group belongings. Museum Staff will provide bins for larger groups to store their lunches and coats during their visit. Group Leaders with Medical Bags will be provided a sticker from the Admissions Desk to ensure their bag stays with them at all times.

Dividing Groups: Groups will be required to remain in small pods of no more than 10 students accompanied by a chaperone. Please divide your students into groups of 10 or less before entering the Museum.

Museum Store: Due to the size of our store, we ask that only one chaperoned group enters the store at one time. Please help the students with their purchase

Group Leader Guidelines

Thank you for joining us at the New Bedford Whaling **Museum!** Museum Volunteer Docents will be assigned to guided groups and available to answer questions throughout the galleries for Self Guided Groups. Our Volunteer Docents are Content Experts and should be utilized to help answer questions, explore, and discover unique artifacts. It is the responsibility of Group Leaders to assist with student behavior and ensure students are following Museum rules for their safety and others.

Listed below are some ways that you can help the program run smoothly and ensure that all students have an enjoyable visit.

- Know the names of the students assigned to your group. They are your responsibility.
- Remain with your group. As they tour the museum, model behavior that is responsible and respectful.
- Please refrain from the use of a cell phone while with your group.
- To help us protect the artifacts, please refrain from carrying backpacks, large bags, and drinks in the Museum.
- If necessary, assist with a child whose behavior is a distraction to the tour.
- If a student is not following the rules of the Museum, the Group Leader must remind the student as needed.
- At the end of your group visit, you can provide feedback on your experience by completing the online form linked here: <https://bit.ly/nbwmvisit>

Bathrooms can be found on all 3 floors. Your role as a chaperone is to help students navigate to the bathroom one at a time ensuring students return to the correct group. Please be mindful that your group will move to 6 different stops throughout the Museum during their guided program.

- Lower Level bathrooms can be found behind the Admissions Desk to the right. There are male and female bathrooms with ~5 stalls each.
- Main Level bathrooms can be found at the end of the hallway past the Galleries and Classrooms. There are 2 single stalled bathrooms.
- Upper Level bathrooms can be found to the left of the center elevator. There are male and female bathrooms with ~3 stalls each.

Museum Store Rules

If your visit includes a stop at our store, please review the following museum store rules:

- **Limited space in the store allows for only five (5) students at a time.** If the students you are supervising are waiting to enter, please keep them together and away from the store entrance.
- Please supervise and assist students with their shopping decisions. Students must be chaperoned at all times in the Museum store.
- Before the students approach the register, be sure they have enough money to pay for their purchases, including 6.25% sales tax. This will avoid decision-making at the register, saving time and disappointment.

Student Guidelines

Please review the following guidelines with your students so they know what to expect when they visit the Museum.



Backpacks: Backpacks and large bags are not allowed in the Museum galleries. The risk of hitting an object with a bag is too great to overlook.



Food and Drinks: Please help us protect our one-of-a-kind, irreplaceable objects. Do not bring any food, gum or drinks into the theater or galleries.



Cameras: You may take photographs in the Museum, but you will need to make sure that your flash is turned off. Repeated flashes of light damage the paint in museum artwork.



Docents: There may be Docents in the galleries when the students visit the museum. Docents are volunteers who lead the museum's educational programs. The NBWM's Docents are a great resource if your group has questions or need assistance throughout your visit.



Running: As tempting as it may be to move quickly across the larger spaces within the Museum, we do need students to walk. This will help avoid collisions with artifacts and museum visitors.



Handling Objects: Artifacts found around the museum should not be handled or passed around. Please impress upon your students that they help us preserve and protect these important objects by not handling them.



Noise: out of respect for museum staff and other museum visitors, please remind the students to use their inside voice.



Pencils/Pens: writing utensils are not allowed in the galleries, unless specified to be used in a school program.

Directions and Bus Parking

Please review directions before arriving at the Museum.
If you have questions or concerns about travel time, please
contact the Admissions Desk (508) 997-0046

New Bedford is located one hour south of Boston, MA, and 40 minutes east of Providence, RI.

From I-195, take **Exit 26** (New Bedford Downtown)

Proceed one mile to the first set of lights (**Elm St.**) and turn right.

Take the second left onto **Bethel St.** and proceed one block up the hill to the corner of **Bethel and William Streets**. You will see the NBWM entrance diagonally across from you. Buses are allowed to park on **Bethel Street** if space is available.

After students have been dropped off **please proceed to the Whale's Tooth Lot**, 532 Acushnet Ave. This parking is free.

Parking

Metered Street Parking is available throughout downtown, curbside parking is available for hourly-metered parking. Free two-hour parking is available along Johnny Cake Hill.

The Elm Street Garage is located at North Second and William Streets and two blocks from the Whaling Museum. Vehicle height limit: 6'3". Directions to Elm Street Parking Garage: From I-195, take Exit 15 (Route 18 South – Downtown). Take RIGHT at the first traffic light onto Elm Street. Garage is approximately 500 feet on your RIGHT.



18 Johnny Cake Hill | New Bedford, MA 02740
(508) 997-0046 | www.whalingmuseum.org