

# WHAT DOES ARRIVAL LOOK LIKE?

\*If you know your group is going to be 15 minutes late (or more), please call the museum so they can relay the update to your educator: [804-474-7000](tel:804-474-7000)\*

1

The museum educator(s) will either greet you at your bus/van or at the front doors to the museum. They will be wearing a teal shirt or apron with our logo. They will instruct your class(es) where to go for orientation.

You (lead teacher) will go straight to the front desk to check in. A staff member will ask you these questions,

2

- How many students are with you today?
- How many teachers are here for the trip?
- How many chaperones are with you?

(Not counting additional chaperones that may be paying on their own)

Please have these totals ready **before** you check in.

Please have payment ready if you haven't already paid.

3

The front desk staff member will give you wristbands to give the chaperones and teachers/staff (minus extra chaperones; they will receive a wristband when they pay on their own). Please give these wristbands out **immediately**.

4

Everyone will walk through the front doors (still remaining in their class groups) and be shown where to go to for Orientation. Each class will be given 2-3 bins to put belongings in, like coats, lunches, etc.

5

In Orientation, the museum educator will go over:

- Museum's rules and policies
- The schedule (program times, etc.)
- Location of bathrooms and lunch areas
- Location of Chaperone Play Guide handouts

It is important that all chaperones and teachers take part in this orientation.