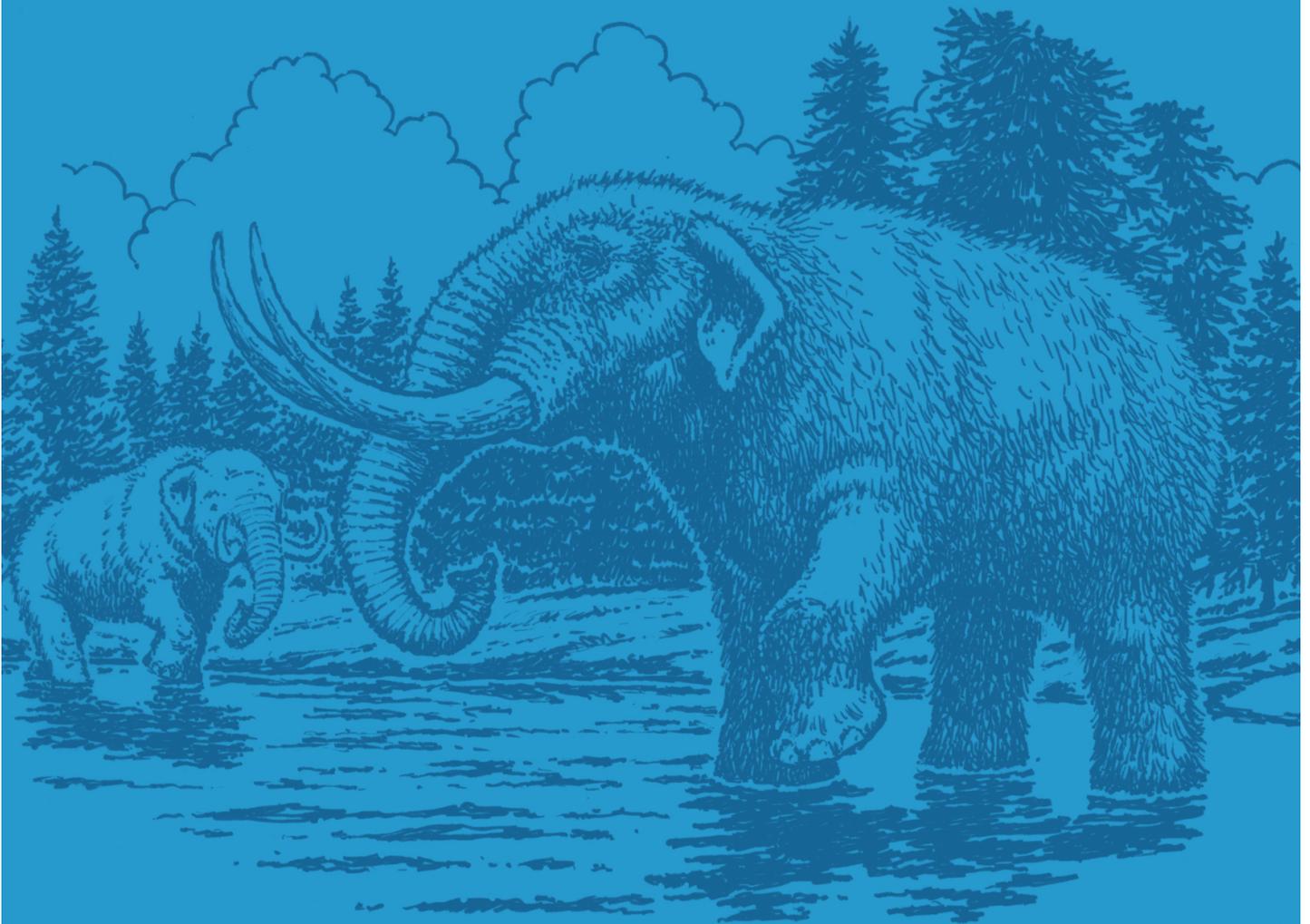


OHIO HISTORY CONNECTION

FIELD TRIP GUIDE



Ohio History Center
& Ohio Village

FIELD TRIP GUIDE

Field Trip Overview

The Ohio History Connection's commitment to education benefits thousands of children and provides lifelong learning opportunities for all ages. As caretaker of our state's heritage we see field trips as a way to provide hands-on, minds-on experiences.

PREPARE YOUR STUDENTS

- Share your field trip schedule with your students.
- Tell students when they are doing a program and when they are having lunch.
- Review the Ohio History Center rules with all students.

PREPARE YOUR CHAPERONES

- Make sure chaperones know if they need to pay when they arrive.
- If they do need to pay, chaperones should head into the lobby and pay for admission at the front desk.
- Go over the field trip schedule and make sure everyone knows arrival and departure times, and any program or lunch times.
- Provide chaperones with a list of the students in their group.
- Review the Ohio History Center rules with all chaperones.

GUIDING STUDENTS THROUGH THE OHIO HISTORY CENTER

- The Ohio History Center has a Museum Quest that is available on our website (ohiohistory.org/participate/field-trips) or through the Scheduling and Reservation Office.
- We offer free admission to teachers to plan for your field trip. You can create questions that encourage conversation, which helps chaperones, too!

ENCOURAGE CONVERSATION & QUESTIONING

- We want students to explore and to ask questions about the objects and the history they are seeing in the museum.
- Chaperones shouldn't be afraid to offer up questions for the students to think about, such as "Why do you think that is in the museum?" or "What is that?"

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Teacher Checklist

- Look over the confirmation that the Lead Scheduler emailed to you, and make sure everything is correct. If any corrections are needed please call 614.297.2663 or send an email to reservations@ohiohistory.org prior to your visit.
- Confirm your transportation and calculate your travel time.
*If your group arrives late, you may miss part of your program.
Please call 614.297.2641 if you are delayed.*
- Explain behavior expectations to your students (see page 5).
- Secure and prepare chaperones for the field trip, and have the Chaperone Information page printed out for everyone. We ask that groups have at least one chaperone for every 10 students.
- Assign student groups to chaperones. Making sure that both chaperones and students know their groups prior to arrival helps your field trip run smoothly.
- Make sure everyone knows when any lunch and/or programs start.
- Please note that during the school year Ohio Village is only accessible to school groups participating in a program.**
- If shopping in the Ohio History Store, teachers have found it successful to assign shopping times and limit the number of their students in the store at one time.
- Have your lunches in bins or containers before you arrive. If you don't have them available, we can provide them upon arrival.
- Notify the Lead Scheduler prior to your arrival if any students, teachers or chaperones need accessibility accommodations.

EMERGENCY PROCEDURES

- We want to make sure every emergency situation is handled appropriately and efficiently. In case of an emergency please notify an Ohio History Connection staff person immediately.
- In the event of an emergency, staff will direct teachers and chaperones to the nearest safe location.
- When on a field trip, everyone has a role in keeping students safe. Teachers and chaperones are our partners in making sure things happen quickly and safely.

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Arrival Information

The first thing you should do after arriving at the Ohio History Center is check in at the front desk and pay admission for your group.

ARRIVAL PROCEDURES

- When you arrive please have the bus pull up to the lower level entrance located by the three flag poles.
- Everyone, except for the head teacher, should stay on the bus. A member of our staff will hop on the bus to give everyone an orientation.
- During busy times of year, you may have to wait a few minutes while other schools receive their orientation.
- While orientation is happening, the head teacher should go inside to check in and pay admission for your group. Even if you have paid in advance, you will still need to check in at the front desk.
- If arriving by car or van please park in our lot and proceed to the lower level doors by the three flag poles. Once you've checked in at the front desk, our staff will give your group a brief orientation. If you are arriving in a large group, feel free to keep your group outside while you check in at the desk.
- We accept cash, check, credit card, or purchase order. If paying with cash we ask that you have it organized and ready to be counted by our front desk staff. If chaperones are paying separately, they will each need to check in at the front desk when they arrive.
- Teachers and chaperones will be given badges that say "Teacher" or "Chaperone."
- Please instruct the bus drivers to park the busses in the outermost areas of our parking lot after all students and their lunches have exited the bus.
- Bus drivers are welcome to come in and explore the museum free of charge as well. They'll just need to stop by the front desk to check in and pick up a map.

LUNCH PROCEDURES

- Have your lunches in bins or containers before you arrive. If you don't have them available, we can provide them upon arrival.
- We do not have a café on site at the Ohio History Center.
- There are tables and chairs located on the second floor Plaza Level that are used for group lunches.
- Please make sure you schedule a lunch time when you make your reservation. If you do not make a reservation or do not eat lunch during your designated time we cannot guarantee seating.
- When your group comes inside the museum please bring your lunches with you and our staff will transport them to the Plaza Level.
- Other groups may be eating at the same time as you, so please be respectful of everyone.
- Please place all trash into the receptacles and clean up after yourselves as best you can.
- Food and drink must be kept on the Plaza Level.

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Behavior Expectations

STUDENT EXPECTATIONS

- Students and chaperones must stay together at all times. Chaperones are responsible for the safety of their students.
- Please walk and use an inside voice while you are visiting the Ohio History Center and Ohio Village.
- Respect the museum and its objects by cleaning up after yourself and being gentle with everything you encounter.
- Food and drink must stay on the Plaza Level or in designated areas.
- There may be other groups at the Ohio History Center and Ohio Village while you are visiting. Please be respectful of others by following these rules.

TEACHER & CHAPERONE EXPECTATIONS

- Students and chaperones must stay together at all times.
- Chaperones and teachers are responsible for the safety of their students. Make sure they are walking and only enter into spaces that are open to the public.
- Chaperones and teachers are responsible for the behavior of their students. We require students to follow the behavior expectations and for you to enforce them.
- Please stay engaged with your group at all times. Ask your group questions and encourage them to get involved with the history in front of them.
- If planning to visit the Ohio History Store with your students, we ask that they visit the store in small groups and always have an adult present. If students prove disruptive while in the store, the Ohio History Center reserves the right to ask them to leave.

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Chaperone Information

Welcome to the Ohio History Center! The information listed below, and on the back of this page, will help your field trip go smoothly.

SCHEDULE FOR THE DAY

Arrival at the Ohio History Center: _____

Lunch Time: _____

Program Name, Time and Location: _____

Shopping in the Ohio History Store: Yes No Time: _____

Departure Time and Meeting Place: _____

Students in My Group: _____

ARRIVAL & PAYMENT INFORMATION

Before your field trip, make sure to check and see if you need to pay admission when you arrive. If you do, please pay at the front desk as soon as you arrive.

If arriving separately from the students, please park in our lot and make your way to the lower level entrance by the three flag poles. You may see other chaperones from your school. It helps if everyone is together in the same area.

CHAPERONE BADGE

Upon arrival, you will be given a badge that reads "Chaperone." While you are at the Ohio History Center we ask that the badge be visible at all times.

HELPFUL INFORMATION

Ask teachers if students in your group are allowed to shop in the Ohio History Store.

If they are, please be mindful of other shoppers and help students to be respectful of them and the merchandise. If the store is crowded, come back later.

Encourage students to explore the history of Ohio by asking them questions about the exhibits, such as "Why do you think that is in the museum?" or "What is that?"

IN THE EVENT OF AN EMERGENCY

- If there is an emergency during your visit, please find an Ohio History Center staff member or volunteer and we will contact our security staff. Due to the complex nature of our grounds, this ensures any responders arrive at the correct location.
- Please know which students you are in charge of and where they are at all times.