Dear Teacher:
We look forward to your visit at the museum. The following will help you to maximize your educational experience:

Before Your Visit:
- Talk with museum personnel about your educational goals and any special needs of your students.
- Arrange for chaperones. For pre-K through K, one chaperone is recommended for every four children. For grades 1-2, one chaperone is recommended for every six children. For grades three and up you will need one chaperone for every ten students.
- Do pre-visit activities with your students.
- Explain your goals for the visit to your students and chaperones.
- Make sure chaperones are aware of their responsibilities. See below.
- Discuss Museum Visit Courtesy with students.
- Explain to your students that their museum tour will be led by docents who are museum studies students. These docents will someday be museum professionals. We will be asking you for feedback to improve our programs and to help our students. Your students can help by paying close attention and providing input for this evaluation.
- Tell students that they will not learn about everything in the museum.

Chaperone Responsibilities:
- Be aware of Museum Visit Courtesy and model the behavior.
- Stay with students at all times, ensuring they are orderly, courteous, and quiet. Watch for straggler.
- Refrain from using cell phone.
- Enjoy your visit.

Cancellation:
- Please cancel your reservation at your earliest convenience by email (cmuseum@cmich.edu) or telephone (989-774-3829).

Directions and Parking:
- See attached map.
- Let us know if you will need parking passes.

Museum Visit Courtesy:
- Use quiet voices.
- Listen when museum assistant is talking.
- Raise your hand to be called upon.
- Do not lean on museum displays or touch anything unless otherwise posted.
- Respect other museum visitors.
- Take turns.
- No eating, drinking, or chewing gum during the tour.

During Your Visit:
- Bus should drop off and pick up students at the door on East Campus Drive. (see map)
- Buses can park (where)? (see map)
- Decide with your bus driver and chaperones where and when you will meet upon leaving.
- Museum personnel will greet you upon your arrival.
- Please leave coats and backpacks etc. on the bus.
- Pay any visit fee before the tour begins.

Lunch:
Your class may bring their lunches and eat in the lobby area. You may want to bring all disposable items so that you will not have to carry anything back.

After Your Visit:
- Review your visit with your students.
- Complete a post-visit activity with your students.
- Please fill out and return your evaluation form. Thank you.