

2011-2012 Field Trip Pre-Visit Information

Contact Information

Main Office	847.967.4800
School Groups	847.967.4848
Fax	847.967.4804
Email	schoolgroups@ilhmec.org
Website	www.ilholocaustmuseum.org/fieldtrips

Fees

Students, Grades 3-12	\$8
Chaperones up to 10:1 Ratio	Free
Medical/Behavioral Aides	Free
Adults above 10:1 Ratio	\$15

Payment

A non-refundable \$50 deposit is due within 14 days of receiving your field trip confirmation, or immediately if your field trip date is less than 30 days away. Your deposit will be applied to your field trip balance. For easier check-in, we encourage you to pre-pay your full balance. Online credit card payments are preferred through www.ilholocaustmuseum.org/ftpayment. Checks should be mailed to Illinois Holocaust Museum & Education Center, Attn: Field Trips, 9603 Woods Drive, Skokie, IL 60077.

Changing Field Trip Plans

All changes must be requested *in writing* to the Education Department on official school letterhead and signed by a school official. Letters can be faxed to 847.967.4804 or sent via a PDF attachment. *Changes will not be accepted by phone or email.*

Rescheduling (Date & Time)

A field trip may be rescheduled once up to 60 days in advance of the originally scheduled date, based on availability. Any request to reschedule within 60 days of the field trip date will be considered a cancellation, and a new request and deposit must be submitted.

Number of Students

A one-time change may be made to the number of students attending your field trip, up to 30 days in advance of the tour, depending upon availability. No refunds or balance adjustments will be provided for reduced numbers after the first adjustment or within 30 days of the field trip. We cannot guarantee space for any additional students.

Cancellations

Refunds will not be given for cancelled tours. If your group is unable to travel to the Museum due to extreme weather conditions, please call us at 847.967.4848 as soon as possible. We will make every effort to reschedule your visit, based on availability.

Pre-Tour Conversation with Docent

The week before your tour, a volunteer Museum docent (tour guide) will contact you by telephone to confirm your field trip and gather background information. Docents are **not** able to accept or handle any changes you request. These requests must be submitted in writing to the Education Department.

Chaperones

We require one chaperone, 21 or older, for every ten (10) students. These chaperones are admitted free of charge. Medical/behavioral aides accompanying special needs students, over and above the 1 to 10 ratio, are also granted complimentary admission.

Please assign chaperones to groups prior to arrival. Chaperones are required to stay with their groups at all times. Please read the Chaperone Guide for more information, and distribute a copy to each adult on the tour.

Group Nametags

Please divide your students evenly into small groups of approximately 20 students each before your field trip. Assign one to two chaperones per group. Assigned groups should travel on the same bus.

Number of Students	Number of Small Groups	Label each small group of 20 with a different color, in this order: <ol style="list-style-type: none"> 1. Red 2. Orange 3. Yellow 4. Green 5. Blue 6. Purple 7. Brown 8. Gray Depending on how many 20-person groups you have, you may not use all eight colors listed.
10-20	1	
21-40	2	
41-60	3	
61-80	4	
81-100	5	
101-120	6	
121-140	7	
141-160	8	

For grades 3-6, please divide each color group into four (4) equal sub-groups: A, B, C, and D.

Please have each student and teacher/chaperone wear a name tag that identifies each individual by first name, small group color, and school. *Name tags should be printed in a large, legible font* so that Museum staff and volunteers can direct your group where they need to go efficiently and engage each participant by name during the tour.

Legacy Shop

We have a variety of youth-appropriate books and gift items for students and teachers to purchase in the Museum's Legacy Shop at the conclusion of their scheduled tour. Students must be accompanied by the required ratio of adults (1 to 10). Please do not allow more than 10 students to visit the Shop at a time.

Location

The Museum is located at 9603 Woods Drive, between Golf & Old Orchard Roads. For driving directions, please visit our website to download/print an area and parking map.

Arrival/Departure

Please plan to arrive at the Museum 15 minutes prior to your scheduled reservation time, taking into account rush hour traffic and weather conditions. Groups arriving late will have abbreviated tours or may not be able to participate at all. *If you are running late the morning of your field trip, please call 847.947.4844 or 847.967.4848 to let us know.*

Bus Arrival

Pull up to the “dark side” entrance of the Museum, around Woods Drive. The head teacher should meet a Museum staff member inside the front entrance to finalize payment and receive wristbands for students and chaperones. (See “Check-In” section below.) Meanwhile, students and chaperones should **remain seated on the bus**.

After a docent comes on the bus to greet students, and after all participants have wristbands on, **teachers should facilitate students exiting the bus(es) in their small tour groups, about 20 at a time, to enter the Museum**. Once all students unload, direct your bus driver to the main parking lot on the Museum’s west side. Drivers should park in designated bus parking slots. Drivers are welcome to tour the Museum free of charge.

Bus Departure

Please inform your driver of the time your field trip is scheduled to conclude. Buses should pull up in front of the “light side” Museum exit at your group’s scheduled departure time and no earlier. If they arrive early and your group is not ready to depart, they may be asked to “circle” or park elsewhere until the group is ready. **Please keep your driver’s phone number with you.**

Car Arrival

Once cars are parked, please gather outside near the “dark side” Museum entrance to meet your group and assist the head teacher with wristband distribution. After a docent comes outside to greet students, and after all participants have wristbands on, the teacher should facilitate students entering the Museum in their small tour groups, about 20 students at a time.

Check-In

The head teacher should present his or her confirmation letter at the Admissions window and pay any balance due. If your group is larger than your reservation, please inform the Admissions clerk. *We cannot guarantee tour space for unregistered visitors or provide balance adjustments for absent visitors.* We accept credit card, check (made out to Illinois Holocaust Museum & Education Center), or cash (exact change only). Payment must be made in one transaction; individual payments will be charged general admission rates.

Safety & Security

All visitors must pass through metal detectors and have their belongings scanned. For your safety, all items brought into IHMEC are subject to inspection.

Please leave all coats, bags, any electronic devices, and valuable personal items back at school or on the bus. It is a very short walk from the bus into the Museum!

Prohibited items:

- Food and beverage (except bagged lunches for groups with Dining Hall reservation)
- Chewing gum and candy
- Writing utensils (pencils, pens, etc.)
- Still and video cameras

Strongly discouraged:

- Cell phones or electronic devices (must be turned off)
- Heavy metal jewelry or belts

Policies

Behavior: Every visitor has a right to enjoy an exciting and educational visit to the Museum. Inappropriate behavior that detracts from others’ experience will be dealt with at the discretion of the Illinois Holocaust Museum & Education Center staff or docent volunteer. Such behavior may result in a group being asked to leave the building and could jeopardize future visits to the Museum.

Photography: **No photography of any kind is allowed** inside Museum exhibitions. Photography is permitted by chaperones in public, non-exhibition spaces (i.e. lunchroom, lobby) and outside the building. Video cameras are prohibited.

Worksheets: We ask that teachers/chaperones *do not distribute* field trip activity sheets to be completed during their tour. If pen, pencil and paper are needed by your group for a Museum-approved activity, these items will be provided by IHMEC staff or volunteers.

Lunch

Groups that have *confirmed* Student Dining Hall reservations should bring student lunches in **disposable** paper or plastic bags, **not** hard or reusable lunch boxes. Lunches are not available for purchase and cannot be delivered to the Museum. Refrigeration is not available.

Lunches should be individually labeled and put in large bags or cardboard boxes labeled by small group color and school name. When you arrive, a Museum representative will ask for student volunteers to bring lunches in. Museum staff will bring the lunches to the Dining Hall. Remind students and chaperones that they will not have access to their lunches during their tour and should keep any valuable items with them at all times.

Classroom Preparation & Resources

Before your visit, please prepare students in the classroom for their field trip. You can download suggested learning activities, teaching guidelines, exhibit summaries, and other materials on our website at www.ilholocaustmuseum.org/fieldtrips.