

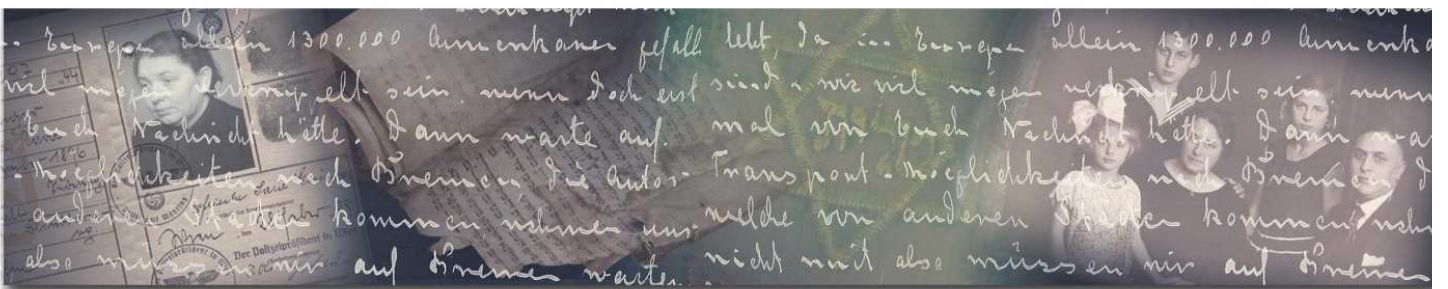


Chaperone's Guide to a Great Visit

Thank you for volunteering to be a chaperone on your school's visit to the Illinois Holocaust Museum & Education Center. Being a chaperone is a great way to enjoy your visit, and it is also an important responsibility. This guide explains the museum's school visit policies and procedures and provides hints on how to make your visit run smoothly.

Chaperone (shap'er on) n.

An adult (18 or older) responsible for a group of young visitors during a visit to the Museum. Chaperones help students explore the Museum's exhibits and help create a successful visit for the entire group.



Being a Chaperone

- All adults, 18 or older, accompanying a school group to IHMEC are considered chaperones (including teachers).
- Please ensure that you and your group of students (10 students or less per chaperone) stay together during your time in the Museum.
- Chaperones are responsible for the proper behavior of their groups and keeping track of each student in their group.
- It is the chaperone's responsibility to look over the rules provided on this page and during the initial orientation on the bus and see that these policies are enforced.
- We ask that all chaperones support the docent leading the tour. Adults can support tour guides by reinforcing the information presented to the group, assisting with discipline problems, and helping move the group from one area to the next.
- Please ensure that all students in your group have a name tag/label printed with their first name, school, and group.
- The students are the center of the field trip and will be engaged in discussion throughout the experience, led by the docent. We ask that whenever possible, you allow your students to participate and answer questions, and you limit your own participation in group discussions.

Helpful Hints

- Learn the names and faces of the students in your group, and make sure they know your name.
- List the names of the students in your group on the back of this guide.
- Make sure that every student is accompanied by an adult if they are leaving the group for any reason.
- Make sure you know the time and place to meet for lunch (if applicable) and departure.
- If you have questions, ask a Museum volunteer or staff member for help.

Behavior

In the instance of disruptive behavior:

- The teacher and/or chaperone is to resolve the situation.
- If disruptive behavior persists, the Museum reserves the right to ask the student(s) to leave the Museum.

Other Rules and Regulations

- Students are not allowed to bring backpacks, large bags, purses or coats into the Museum, and these items need to be left on the bus or back at school. IHMEC is not responsible or liable for anything left on the bus during your visit.
- Please leave all bags and valuable personal belongings on your bus, including student cell phones whenever possible. If bringing money to shop, keep it securely in your pocket.
- Teachers/chaperones may bring cell phones for emergency purposes, but they must be put on vibrate or silent.
- No photography of any kind is allowed inside the Museum building. Video cameras are also prohibited. Photography is permitted outside the building.
- Food and beverage are not permitted outside the designated eating areas. Chewing gum is not permitted inside the building whatsoever.
- The Museum is a non-smoking facility and this policy is strictly enforced.
- Bringing siblings of varying ages on scheduled school tours is strongly discouraged. Admission fees will be charged.
- No running, climbing over seats, or rough housing.
- The entire Museum is monitored by video surveillance.
- Do not touch the exhibits.

In an Emergency:

Contact any staff member or volunteer.

Lost Children:

If you lose track of a student or find an unattended one, please inform a staff member or volunteer immediately.