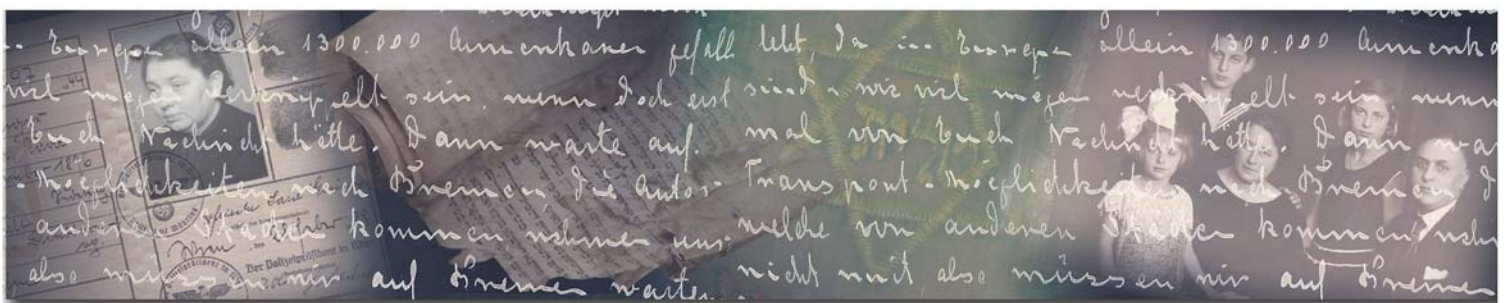




Chaperone's Guide to a Great Visit



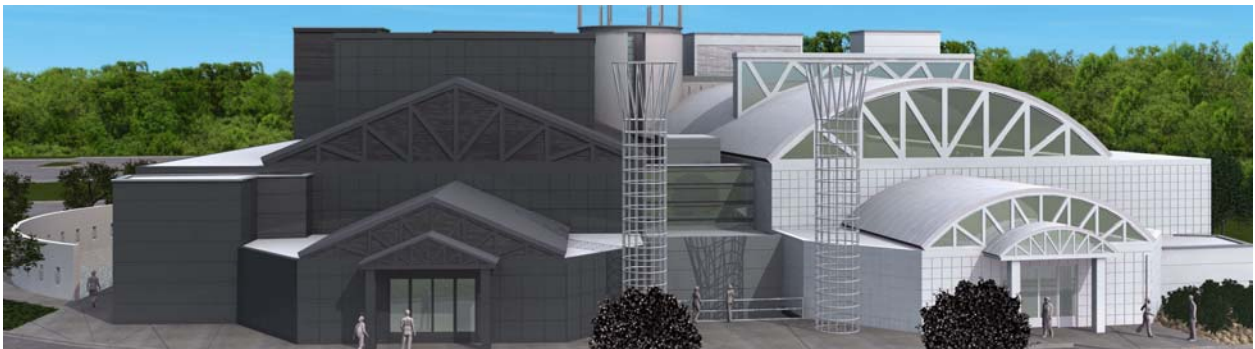
Chaperone Guide

Welcome!

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.**

a person 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.



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Being a Chaperone

- All adults accompanying a school group to the 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.
- 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.

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Helpful Hints for Chaperones

- 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 and departure.
- If you have questions, ask a volunteer or staff person for help.

Behavior

- In the instance of disruptive behavior:
 - ◇ The teacher and/or chaperone is to resolve the situation.
 - ◇ If behavior persists, the museum reserves the right to ask the student(s) to leave the museum.

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Other Rules and Regulations

- No backpacks, purses, large bags, or coats will be allowed and should be left on the bus. Headsets, personal stereos and other electronic equipment must also be left on the bus. *(IHMEC is not responsible or liable for anything left on the bus during your visit.)*
- Students are not allowed to bring cell phones in the building. Chaperones/teachers may use cell phones, but they should be put on silent.
- No photography is allowed inside the museum. Photography is allowed outside the museum building.
- No food, beverages, candy or gum is allowed in the museum. The museum is a smoke-free facility.
- Bringing siblings of varying ages on scheduled school tours is strongly discouraged.
- 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.