



MARYLAND CENTER FOR HISTORY AND CULTURE

Field Trip Guidelines

Before Your Visit

- Please review your program confirmation information and update museum staff with any significant changes or alterations.
- Review Guidelines with both students and chaperones to ensure an enjoyable experience for all.
- Should any visitors have one of the following symptoms, please advise them to stay home:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Programs related to *The Jim Henson Exhibition* do **not** include a lunch break by default. This must be requested in advance. If you elect to have lunch on site, remind your students to bring bagged lunches with them; **there is nowhere to buy food in the museum.**
- Please notify museum staff if you are not able to pay prior to your visit and are instead paying at or after the program. Payment is due within 30 days of the program.

Arrival Information

- The **School Tour Entrance** to the museum is located at **201 W. Monument St.** School groups will be greeted by staff at the gate. Parking information is below.
- Plan enough travel time so your group can **arrive 10-15 minutes before** the start of your tour to allow for the offloading of students. Similarly, allow 10-15 minutes at the end of the program for loading students on the bus.
- Please make sure to have students **assigned to small groups before they enter the Maryland Center for History and Culture.** Your confirmation email will include the number of groups to divide your students into.

Museum Guidelines

- If you are on the *Creativity Unlimited* program, the activities will last 2 hours. If you are on the *Storytime on Monument Street* program, the activities will last 1.5 hours. During the programs, the group will visit different locations in the museum.
- Students are expected to follow regular classroom rules, such as using indoor voices, using respectful behavior, and no running, when in the museum. The group's docent will use an inquiry method and will encourage active participation from the students.
- **Chaperones are expected to help** keep their group together when moving through the museum, monitor student behavior, help facilitate program activities, and accompany students when using the restroom.
- During the guided program, we ask that there **is at least one adult for every 7-8 students**. If you elect to allow time after a program for it, we welcome you to explore the galleries or the Museum Gift Shop. For self-guided exhibit or gift shop exploration, we ask for a student to chaperone ratio closer to **5:1**.
- Food, drinks, and gum are prohibited in the exhibits.
- Guests must please keep a safe distance between themselves, the objects, and docents. This helps to avoid accidentally touching or bumping artifacts.
- Only pencils are permitted for writing and drawing in the exhibits.
- Large purses and backpacks are not permitted in the exhibits and must be left in the student lunchroom or a lobby locker.
- Unless a guide explicitly encourages the use of mobile devices in an activity, we discourage the use of cell phones or tablets while a program is in session. This applies to teachers, parents, and students. If you need to use your phone, please step away.
- Photography is allowed in the museum, although we ask for flash to be turned off.
- Please clean up after yourself when eating in the lunchroom, if lunch has been added to the program. Make sure all trash is picked up and placed in trash bins.

Late Arrival and Field Trip Cancellation Policy

- Groups that arrive late will receive a condensed program. This may include the removal of activities.
- **To cancel**, you must contact the Maryland Center for History and Culture at least **72 hours**, or three working days, before the scheduled program. Please e-mail EducationPrograms@mdhistory.org **AND** leave a message with 410-685-3750 x334.
- Organizations that **fail to cancel within the permitted window** will receive a bill for **20% of the total program cost**.

- In the event of a school delay or cancellation due to inclement weather, your school/organization will not be charged a cancellation penalty fee. Note: delays often mean field trips are cancelled.

Parking and Directions

- The **School Tour Entrance** to the museum is located at **201 W. Monument St.** School groups will be greeted by staff at the gate.
- Tuesdays to Fridays, buses may park **FREE** on West Monument Street in front of the **School Tour Entrance**. Bus parking is not reserved on Mondays.
- For those arriving by car, the spots #1-17 are available on a first come, first served basis in the onsite parking lot. We recommend parking at the city-owned lot at 15 W. Franklin St, just a couple blocks away. Validation tickets for parking at the Franklin Garage are available at the information desk in the MCHC lobby.
- **From I-95**
 - Exit 53 (I-395) to Martin Luther King Boulevard. Right on Druid Hill Avenue. Left at 3rd light onto Eutaw Street. Turn right at first corner onto Monument St. Cross Howard St. and pull up in front of the Maryland Center for History and Culture to drop off passengers.
- **From Downtown Baltimore/Inner Harbor**
 - Go north on Charles Street, staying in the left lane. Turn left on Franklin Street. Turn right on Eutaw St. Turn right at the second corner onto Monument St. Cross Howard St. and pull up in front of the Maryland Center for History and Culture to drop off passengers.
- **From I-83 (Jones Falls Expressway)**
 - Take exit 5, Maryland Avenue. Follow Maryland Avenue south until it becomes Cathedral St. Turn right on Madison St., turn left at 3rd light onto Eutaw Street. Turn right at first corner onto Monument St. Cross Howard St. and pull up in front of the Maryland Center for History and Culture to drop off passengers.
- **Via light rail**
 - From the Mt. Vernon (Centre St.) stop, walk east on Monument St. for about half a block, then turn right into the parking lot. Alternatively, walk east on Centre St., turn left onto Park Ave., and then turn left through the main gate.
- **Local buses**
 - Other nearby public transit options include
 - The Purple Route of the Charm City Circulator
 - CityLink Pink
 - LocalLink Routes 51, 54, 94, 154