



## GROUP RESPONSIBILITIES AND GUIDELINES

Welcome to Woolaroc! We are glad that you and your students chose to visit us, and we are looking forward to your visit! We want you to have the best experience possible, and if you have any questions while on your visit our staff or docents will be happy to help you. Please take a few minutes to address the following with your students and chaperones prior to your visit and before entering the museum:

- **No food or drink is allowed in the museum** at any time. Please leave all backpacks, large purses, sack lunches, or other bulky items on the bus while touring the museum. If any of these items are brought into the museum or lodge home you will be asked to return these items to your vehicle.
- **No pens, pencils, or other writing instruments are allowed into any of our buildings.** Adults are allowed to use a pencil for quizzes or scavenger hunts, but we strongly encourage you to bring a clipboard to write down your answers to prevent damaging items in the museum.
- **No flash photography inside the buildings.** Photography is permitted inside the museum and lodge home, and is a great way to document answers for your scavenger hunt!
- **No touching paintings, sculptures, artifacts, or any other museum objects.** The oil on your hands can cause serious damage to priceless art. Help us preserve the works of art by asking your students to keep their hands behind their backs, in their pockets, or at their sides.
- **Please use quiet, inside voices** inside the museum, lodge home, and animal barn. Seeing world-class art in the museum and baby animals in the petting barn can be very exciting, but please remind your students that your group is sharing the facilities with other guests and they deserve to have a great experience as well!
- **No climbing on outside sculptures and fountains.** We encourage you to take photos, but please help us preserve these items and keep everyone safe!

### CHAPERONE POLICY

We are thrilled that you are coming to visit, but we expect the museum to be treated with great respect by all visitors. As a chaperone, you can make sure that happens! If possible, we ask for one adult chaperone per 10 students for all school group visits. Chaperones should be prepared to correct poor student behavior as needed and monitor the group when visiting the Museum Gift Shop. Please remind your students to stay with your group, and make sure they understand the rules listed above. In the event it is necessary, chaperones need to be prepared to remove a student from the group if poor behavior continues and cannot be corrected.

### BUS PARKING

Once you arrive to the main grounds please follow the signs for bus parking. On busy days, you will be directed to an optimal parking area once you reach the main parking lot. Please do not block either the entrance or exit to the parking areas. When unloading from your bus please move to a place away from the parking area to divide into groups.

### LUNCH

Groups may bring sack lunches to eat outdoors on our main grounds. There are picnic tables and trash receptacles available outside near our concession stand area and playground, located behind the Welcome Center building. Indoor seating is also available inside the Welcome Center. If you plan to eat lunch on the grounds, please mention this when reserving your visit.

### MUSEUM GIFT SHOP

The Museum Gift Shop has many wonderful items for children and adults. We encourage you to visit, but please monitor your group to avoid any embarrassing situations. In the event someone is caught shoplifting, a member of our staff may ask the student and a chaperone to leave the museum.

***Please sign and date below, acknowledging that you have received and understand these guidelines and have shared this information with other teachers and parents that will be visiting. You may fax a copy to our office at #918-336-0084 or email us at [pblackwell@frankphillips.org](mailto:pblackwell@frankphillips.org).***

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NAME OF SCHOOL

TEACHER'S NAME

DATE