

Information for Teachers for Kentucky Museum Field Trips

1. Please make copies of this sheet for fellow teachers. Also, please click on **Bus Driver Information**, and **Chaperone Information**. Please make copies and distribute to all bus drivers and chaperones—important parking instructions, etc. **With KY Street a one way street, we can be tricky to get to—even for bus drivers who have been to WKU! TO AVOID CIRCLING CAMPUS, please print out the BUS DRIVER INFO sheet and give to driver/s.**
2. Plan to arrive 10 minutes early. Your students **must be unloaded, ready to go outside the doors of the KY Museum no later than agreed upon arrival time. Late arrival often results in missing portion or all of an exhibit/station/rotation.** Students are rotated through exhibits/ stations frequently. Unfortunately, due to time constraints and staff scheduling, we **cannot extend length of field trip due to late arrival.**
3. **Please have your students go to the bathroom at school prior to departure.** Unfortunately, we do not have large bathrooms that can easily accommodate large numbers of students. Doing a bathroom break for 50-100 students, can consume needed touring time.
4. The log house is **unheated** and can be very cold. Please advise students and chaperones to dress accordingly.
5. **Please have one designated payee per school.** Payee should know total number of students and have correct amount, check or PO. One receipt will be written per school.
6. **You are welcome to lunch on your own outside of the KM or South Lawn. There is no inside space available for lunch at the KM.**
7. Please remind all chaperones to silence cell phones. **Cell phone conversations are not allowed.** It is disruptive to the tour guides. It is also embarrassing to the chaperone when we have to ask him/her to leave the area. **With several hands-on activities with students, the active assistance and participation of all chaperones is needed.**
8. Chaperones may park to the right in the small “**Kentucky Building Lot**” or to the left in the “**Adams Street Lot.**” In **Adams Lot**, park only in “**Visitors**” spaces (marked with **KY Museum Visitor signs**). Chaperones should arrive early and should sign the parking log at front desk of the KY Museum. They will be asked to provide car make, model, and license plate number for parking control.



KY Bldg. Lot- Parking for visitors



Adams St. Lot- Look for signs for KY Museum Parking

9. Please bring cameras, and may also use cell phone cameras. There are plenty of wonderful photo opportunities.

Each year, we have the most wonderful experiences with our many field trips. The teachers and chaperones are always professional and well organized, and the students are well mannered and inquisitive!

We are looking forward to your visit!