



**Northampton
County
Historical &
Genealogical
Society**

610-253-1222
342 Northampton Street
Easton, PA 18042

sigalmuseum.org
nchgspa.org

Dear Teacher,

We are so looking forward to your visit to the Sigal Museum! Here is some information to help your visit go smoothly. A schedule for your visit will be sent within a week of your planned date.

Format of visit: Your group will be rotating between several stations in the museum. Our education docents will be leading the group at each station in exploration and activities. We encourage teachers and chaperones to get involved as well!

Groups: When possible, we keep classes in tact unless the group would be greater than 25 students. We will have groups designated as A, B, C, etc on our schedule. Please have students wear a name tag with their first name and group. If walking to off-site locations, groups should split into partners in order to shorten the line and ensure quick and safe travel. Museum or school staff will always lead the line and end the line.

Chaperones and School Staff: Please have all adults wear a name tag identifying them as chaperones or teachers as well as what group they are with. Chaperones must know their duties **before** arriving at the museum. Please distribute the attached **Chaperone Duties** prior to your visit.

Parking: There will be meter bags placed on 2-4 parking meters in front of the museum – these are the reserved spots for your buses. Drivers are welcome to visit the museum! If chaperones are parking, there are metered spots which can be paid with change or the MobileNOW! app. There is also a parking garage behind the museum on Pine Street.

On Arrival: We will ask students to enter the building by group so that we can line them up and store coats and bags in the in an orderly fashion. If you are having lunch with us, please group your lunches in boxes labeled by group.

Personal belongings: Backpacks, food, and drinks are not permitted in the exhibit areas. Belongings will not be readily accessible after they start their rotations, anything a student may need access to should be kept on their person.

Lavatories: Lavatories are located along the hallways on each floor. Students must be escorted to lavatories by chaperones.

Museum Store: We invite you to visit our museum store, but recognize that all students may not participate in shopping. We set up our shopping so that students who do not have money will still be engaged in activities. Our store provides a variety of kid-friendly items at various price points. Purchases will be labeled and set aside to be loaded on the bus at the end of the field trip.

Simple museum rules: Some rules will help with safety for the children and for the museum exhibits. Please review these rules with your classes:

- Do not chat with the people in your group during the program. You may ask or answer questions during the program.
- Do not touch anything in the exhibits or touch, sit, or lean on the display cabinets. There are items that are allowed to be handled, but please wait until directed by staff to do so.
- Museum staff will direct you throughout the museum. Stay with your group. Please walk.
- No food, drink or backpacks are allowed in the exhibit area.
- All electronic devices must be turned off in the program areas (includes adults).
- There is NO flash photography in the exhibit area, however you may take photos without a flash.

If you have any questions or if your plans should change, please contact me as soon as possible.

We hope you enjoy your visit!

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