



Northampton
County
Historical &
Genealogical
Society

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

sigalmuseum.org
nchgspa.org

Dear Teacher,

We are sincerely looking forward to your visit to NCHGS! To help your visit run smoothly, here is some important information. A detailed schedule will be sent to you within one week of your planned visit date.

Format of the Visit:

Your group will rotate through several stations in the Sigal Museum and, if selected, the 1753 Bachmann Publick House. Our museum educators will guide students at each station through engaging activities and exploration. We encourage teachers and chaperones to actively participate as well!

Groups:

Whenever possible, classes will remain intact unless the group exceeds 25 students. Groups will be designated as A, B, C, etc., on the schedule.

When walking to off-site locations, please have students pair up to shorten the line and ensure safe, efficient travel. Museum or school staff will lead and end the line.

Chaperones and School Staff:

All adults should wear name tags identifying their role (chaperone or teacher) and the group they are assigned to. Chaperones must be familiar with their duties before arriving. Please distribute the attached Chaperone Duties in advance.

Parking:

Buses may park in the GEDP parking lot (directions attached). Drivers are welcome to visit the museum! For chaperones parking nearby, metered spots are available and can be paid with change, card, or the app/number listed on each meter. Two parking garages are located on 3rd and 4th Streets, with the 4th Street garage closest to the museum. It offers metered parking on the lower level and standard garage parking above.

On Arrival:

Students will enter by group to line up and store coats and bags neatly. If lunches are provided, please group them in boxes labeled by group.

Personal Belongings:

Backpacks, food, and drinks are not allowed in the exhibit areas. Students will not have easy access to belongings during rotations, so anything they might need should be kept on their person.

Lavatories:

Restrooms are located on each floor along the hallways. Students must be escorted by chaperones.

Museum Store:

We invite you to visit the museum store; however, not all students may shop. Activities are planned for those who do not participate. Purchased items will be labeled and set aside for loading onto the bus at the end of the trip.

Simple Museum Rules:

Please review the following rules with your classes for their safety and to protect the exhibits:

- Do not chat with group members during the program, except to ask or answer questions.
- Do not touch exhibits or sit/lean on display cases unless directed by staff.
- Follow directions from museum staff and stay with your group. Please walk—do not run.
- No food, drinks, or backpacks are allowed in the exhibit areas.
- Turn off all electronic devices in program areas (adults included).
- Flash photography is not allowed, but photos without flash are permitted.

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

We hope you enjoy your visit!

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