

## HOW TO MAKE THE MOST OF YOUR VISIT TO THE PUTNAM

Thank you for bringing your students to the Putnam! Our goal is to enrich your classroom studies through access to the Putnam's exhibits, educational programs, and Giant Screen film presentations. Attention to the information in this bulletin will help us reach this goal.

**Please make copies of this for all teachers and chaperones in your group.**

### ARRIVE IN TIME!

Plan to arrive 15 – 20 minutes prior to your first scheduled event to allow for transition time. No one wants to feel rushed! Allow time for check in at the Ticketing Counter, bathroom breaks, and seating prior to your movie show time. If you are purchasing concessions before your movie, please allow at least 30 minutes.

### MOVIE NOTE:

We are sorry, but we cannot admit persons after a movie presentation begins due to safety issues related to darkness in the theater.

### CHECK-IN PROCEDURES

Upon arrival, one group leader should check in at the Ticketing Counter to report your final count of students and adults, receive instructions on where to store lunches, and confirm your visit schedule.

### PAYMENT

**The Putnam Museum will send an invoice following your visit.** If your school district uses purchase orders, fax it to us prior to your visit (fax: 563 324-6638), send an email to [education@putnam.org](mailto:education@putnam.org); or give it to the Ticketing Counter at check-in. Payment is due within two weeks of receipt of our invoice. If you prefer, you may pay in full the day of your visit. We accept cash, check and credit card. Checks may be cashed electronically, and funds withdrawn the same day. **PLEASE NOTE that we reserve the right to adjust any subsidies awarded based on the final student count the day of your visit.**

### GROUP ORIENTATION

All groups will receive a ten-minute orientation with a museum educator prior to entering the Exhibit Halls. During this brief talk, we remind your students of the museum rules, provide maps for the chaperones, highlight any special exhibits, and give general directions based on your expressed interests and schedule. Students, led by chaperones, are then released to explore the exhibits at their own pace.

### MUSEUM RULES

Our goal is to provide a successful learning environment for all students. Clarifying expectations for appropriate behavior helps create that environment. During your Group Orientation, your students will be asked to remember the following five rules:

1. Walk
2. Talk with an "inside" voice
3. Be careful when touching museum artifacts. Many of our exhibits are "hands on," some aren't.
4. No food and drink within the exhibit halls
5. No **flash** photography

### SCAVENGER HUNTS

Most students become actively engaged in the museum experience through the use of an assignment or activity such as a "Scavenger Hunt." Some teachers create their own, or make copies of the Treasure Hunt attached to their group confirmation.

### CONCESSIONS

If your group is planning to purchase concessions, please let us know in advance so that we serve your group properly. Be sure to allow extra time before your movie if you are planning to purchase concessions. To save both time and money, we recommend pre-ordering pop and popcorn "combos," for just \$4.50 per person.

## **MUSEUM STORE**

We are happy to have you visit the Museum Store. Please visit in small groups – 8 to 10 students per group - and have each group accompanied by an adult. We ask that no more than 3 groups (30 students) be in the store at the same time. Once you have made your purchases, please leave the store so that others can have room. The Store opens at 11:00am. If you are concerned about having enough time for all your students to shop, please let us know as it may be possible to open the store earlier.

## **LUNCH AREAS**

There is no charge for our lunch areas, but lunchrooms must be reserved in advance. Space and chairs are limited, so on very busy days, we cannot guarantee room for everyone. Weather permitting, we recommend a picnic shelter in Fejervary Park, one block west of the museum.

## **SCHOOL GROUP FAQ's**

**Q:** How many adults (chaperones) do we get with our group?

**A:** We allow one complimentary teacher for every classroom. In addition, one adult for every 10 students pays the student rate.

**Q:** How much do extra adults pay?

**A:** Any extra adults, above the 1:10 chaperone ratio, pay the adult group rate – IF THEY ARE INCLUDED IN YOUR GROUP PAYMENT. This includes bus drivers, student aides, parent drivers, etc. Extra adults who pay individually on arrival will pay the appropriate ticket counter price, subject to availability.

**Q:** May we add extra tickets the day of our visit?

**A: Yes, SUBJECT TO AVAILABILITY.** Extra students and adults may be added to your group the day of your visit, provided there is room in your program and/or movie. Some programs have a limited class size, and the Giant Screen Theatre seats a maximum of 264. Lunch areas may also be full. Please call us as far in advance as possible to confirm any additional persons in your group.

**Q:** What if parents want to attend?

**A:** If parents will be accompanying your group, they should contact the school to be included in your group reservation.

**Q:** What if some of our students or adults are Putnam members?

**A:** Because group rates are already discounted, membership cards or other vouchers are not applied to group reservations or programs.

**Q:** Do you still offer Educator Passes to teachers?

**A:** YES! If you would like to visit the museum ahead of your class, just let us know.

If you have any additional questions, please contact Alison Niebuhr,  
Education Services Coordinator, at 563 336-7290;  
Or email Alison at [aniebuhr@putnam.org](mailto:aniebuhr@putnam.org)

Welcome to the Putnam Museum and Science Center

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As a chaperone, you have the important job of facilitating student learning and ensuring the safety of everyone in your group!

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**Gather** This is a good moment to count heads and focus their attention on a particular exhibit to make observations.

**Explore** Encourage students' exploration, letting them take the lead, while encouraging them with questions.

- *What do you notice?*
- *What do you think is happening here?*
- *Is there something you want to try?*
- *What does this remind you of?*
- *What does this make you curious about?*
- *What did you discover?*

**Go Deeper** Encourage questions and comments of all students, maybe re-exploring. Draw or write per teacher's instructions.

**Take Five** Make time to reflect with discussion or recording.

**Have fun!**

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Share your Putnam Experience!

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