

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.

ARRIVAL 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 going to be late or are unable to make your reservation please call (563)336-7308.

MOVIE NOTES:

We are sorry, but we cannot admit persons after a movie presentation begins due to safety issues related to darkness in the theater. We cannot hold movies for groups do to our pre advertised schedule. **If you are purchasing concessions before your movie, please allow at least 30 minutes.**

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: 563 594-6667), send an email to bboyd-carlson@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 Checks may be cashed electronically, and funds withdrawn the same day.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 MEET & GREET

All groups will receive a ten-minute meet & greet 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. 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 Meet & Greet, your students will be asked to remember the following rules:

1. Please remember to walk at all times.
2. Talk with an "inside" voice. This is a fun place, but not an outdoor voice place.
3. Please don't touch if something is behind a rope or inside a glass case.
4. No food, drink, gum or candy allowed in the Museum or Science Center.
5. Students stay with your Chaperone & Chaperones stay with your students.
6. No **flash** photography permitted.

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 \$5.00 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 shop. The Store opens at 11:00 AM. 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 is complimentary.

Q: How much do extra adults pay?

A: Any extra adults, above the 1:10 chaperone ratio, pay the adult group rate – They must indicate which group they are with when paying at Visitor Services. This includes bus drivers, student aides, parent drivers, etc. If you know you will have a large group of additional adults please let us know so we can staff our ticketing windows appropriately.

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 Bridget Boyd-Carlson,
Education Services Coordinator, at 563 336-7308;
Or email Bridget at bboyd-carlson@putnam.org

BUS DRIVER INFORMATION

We appreciate the service you provide in delivering your group safely to our door.

UNLOAD buses at the east end of the circle drive. Visitors enter the Putnam Museum and Science Center between Children's Village West and the Putnam's main buildings.. There is a ramp at the sidewalk on the east end of the circle drive for wheelchair access.

PLEASE DO NOT PARK IN THE CIRCLE DRIVE.

BUS PARKING is located one block west of the circle drive at the entry to Fejervary Park. The parking lot directly in front of the building is reserved for individual patrons.

ADDITIONAL DIRECTIONS to the Putnam Museum may be obtained by calling (563) 324-1933.



Welcome to the Putnam Museum and Science Center

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

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!

Share your Putnam Experience!

@PutnamMuseum

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