



Teacher Checklist

Now that you have booked your field trip, use this checklist to make sure everything is in order before your visit.

Before your visit:

- Confirm transportation arrangements for your group
- Use our Teacher's Guide for information and classroom activities related to the exhibition
- Send permission slips home, and request chaperones, if using
- Distribute the Chaperone Information and Museum Etiquette sheets to chaperones (attached)
- Review Museum Etiquette with your students (attached)

When you arrive:

- Inform your bus driver where CAC bus parking is located (attached)
- A CAC staff member or docent will greet you at the bus
- Leave umbrellas, backpacks, and large jackets (if possible) on the bus
- If your group is larger than 35 students, split into two groups, either by class or into two groups of no more than 35 students
- If your class is eating lunch at the CAC (only by prearrangement), ask your docent about where to store lunch items while you are on the field trip

During your visit, you and your chaperones should:

- Encourage active participation and attentiveness
- Make sure the group stays with the docent at all times
- Support the docent's efforts to engage students and do not interrupt
- Enforce Museum Etiquette (attached)
- Refrain from answering questions posed to students
- Help minimize distractions (talking, texting, phone calls)

After your visit:

- Complete and return evaluation form, included in our Teacher's Guide
- Send a thank you note to your docents, see our Teacher's Guide for examples
- Use our Teacher's Guide for post visit activities
- If receiving Transportation Funding, send necessary paperwork to the CAC

If you have any questions about your visit, please contact Assistant Director, Megan Hennes, via email at Megan@CarnegieArtsTurlock.org or phone at 209-632-5761, ext. 103.



Parking

The Carnegie Arts Center is located at 250 N. Broadway in Downtown Turlock.

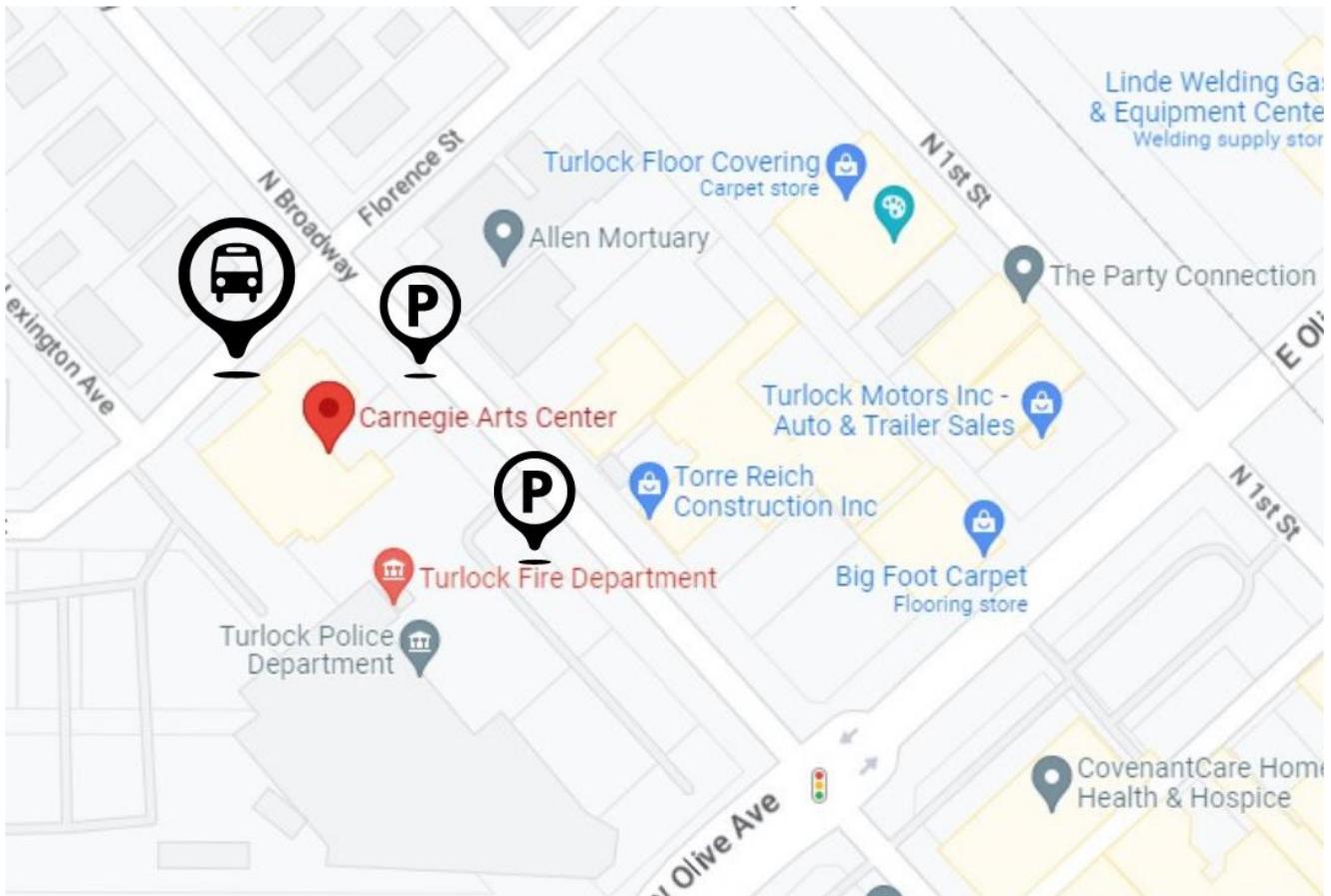
Parking

School Buses

The CAC is located on the corner of N. Broadway and Florence Street. Reserved School Bus parking is located on the north side of the CAC on Florence Street.

Chaperones Arriving Separately

The CAC is located on the corner of N. Broadway and Florence Street. Street parking is available on N. Broadway. Parking is also available in the parking lot in front of the police department.



CAC CARNEGIE ARTS CENTER
250 N. Broadway Turlock | 209-632-5761

Chaperone Information

Please distribute to chaperones prior to your visit.

As a chaperone for your child's school visit to the Carnegie Arts Center, you play an important role!

You help to:

- Encourage active participation and attentiveness
- Make sure the group stays with the docent at all times
- Support the docent's efforts to do their job
- Allow students the opportunity to answer questions (Adults should refrain from answering)
- Follow and enforce Museum Etiquette (see attached)

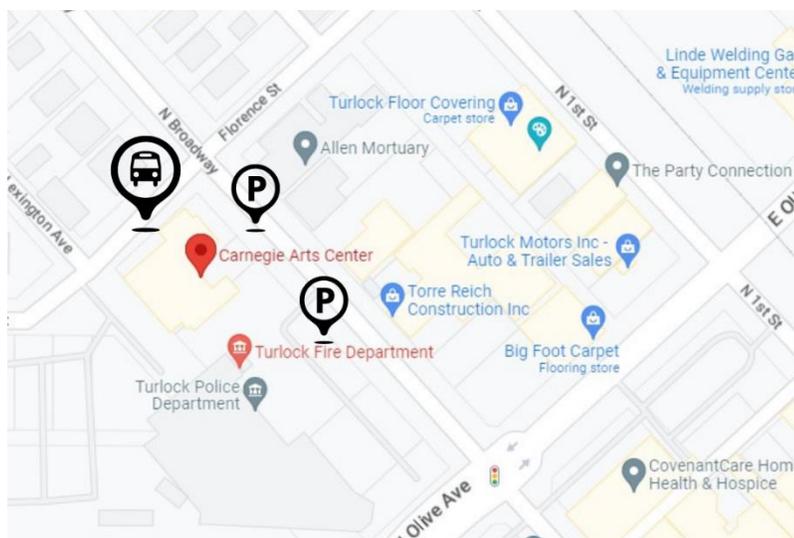
During Your Visit:

- Please dispose of gum or candy and leave backpacks, food, and drinks on the bus or in your car while you are on your field trip.
- As to not distract the docents and students we ask that toddlers and younger children are not brought on the field trip.
- Please do not touch the artwork or lean on the wall or pedestals.
- To ensure a pleasant environment for all, please refrain from using your cell phone inside the Gallery and Art Studio.

Parking

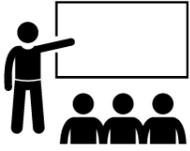
The CAC is located on the corner of N. Broadway and Florence Street. Street parking is available on N. Broadway. Parking is also available in the parking lot in front of the police department.

Meet your student's class at Bus Parking on Florence Street.



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Museum Etiquette



DO listen to the Docent's instructions



DO raise your hand



DO use your inside voice



DO walk instead of run



DO NOT touch the artwork



DO NOT lean on the walls or pedestals



DO NOT use your phone inside the Gallery or Art Studio



DO NOT bring food or drinks into the Gallery



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