

# Chaperone Guide

Thank you for visiting Clark Planetarium! Chaperones are essential in making sure that students stay safe, explore, learn, and have fun. Please give this to all Adult Chaperones before the visit and have them bring his document with them.

<b>Organization: Beacon Heights Elementary</b>	<b>Date: 03.08.23</b>	<b>Arrival Time: 9:30 AM</b>
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## Chaperones responsibilities:

### Student Safety

- Stay with your students and know their names
- Please keep your students together as in their assigned groups

### Student Behavior

- Have them be respectful of staff and other visitors and the exhibits
- Have them leave each area as neat as you found it
- Make sure they do not run, climb, or act recklessly

### Student Learning

- Ask the teachers about learning goals and any activities they need to do
- Encourage students to explore and interact with the exhibits productively

## Agenda:

Time	Theatre	Description
10:00 AM	Northrop Grumman IMAX Theatre	SCHOOL Under the Sea 3D
11:00 AM	Exhibits Area	Exhibits Exploration

### Theatre Entrances:

Hansen DOME Theatre: 3<sup>rd</sup> floor (no food or drink)

Northrop Grumman IMAX Theatre: 2<sup>nd</sup> floor (food and drink allowed)

Science on a Sphere: 1<sup>st</sup> floor lobby (no food or drink)

## Notes:

Other groups and members of the public are also visiting Clark Planetarium. **You are responsible for your students' safety, behavior, and learning during your field trip.** Here are some additional responsibilities of a field trip chaperone:

- Field trip groups are only allowed to visit Concessions or the Store if the lead teacher allowed it. Your agenda will note if you are allowed to visit these areas.
  - If your lead teacher requested Concessions, you may visit concessions 10 minutes before the start of your IMAX show.
- Clark Planetarium staff are responsible for the building and the theatres. Follow all instructions of Clark Planetarium staff and encourage the students to do the same. This includes theatre ushers, who may have to separate groups in order to seat quickly for a show to start.
- Ensure all children with your group are interacting with the exhibits in an appropriate way. This includes not climbing on, over, or under barriers. Stop students from roughhousing, running, or playing in unsafe areas (such as on stairs or in the elevator).
- The elevator is only for use by those who need it, for medical and accessibility purposes. Field trip groups should use the stairs whenever possible.
- Lunch may only be eaten in the IMAX Theatre, which is not carpeted. There is no other place inside the Clark Planetarium for groups to have lunch.
- If the group is eating lunch during the IMAX film, make sure the students have their food in hand before being seated for the show. When the film has ended, please remind the children to clean up their area.