

# School Visit Instructions

# School Visit Instructions

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*Student field trips can be exciting educational experiences. Planning ahead makes all of the difference. Here is some information to make your visit to the Royal BC Museum enjoyable.*

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# School Visit Instructions

## PRE-VISIT

**We welcome teachers to visit the Royal BC Museum galleries and preview the exhibits before they bring students for a tour.**

This is a great opportunity for you to consider how to structure your student's time during a visit, what exhibits to focus your curriculum on, and what materials you may need to prepare.

**Admission to the galleries is free for teachers who have booked a school visit.**

Please provide your pre-booked visit confirmation number when arranging a teacher preview or pre-visit tour.

- Check your **confirmation email** to make sure the information and dates are correct.

- **To make any corrections** or to cancel a booked school program, call on a weekday no less than **two weeks** prior to your visit. **To cancel** a self-guided tour or IMAX Theatre visit, please call no less than two business days in advance. Call 250-387-4007 or toll free at 1-888-7977, press 0 and ask for the Group Sales office or send an email to: [rbcgroups@royalbcmuseum.bc.ca](mailto:rbcgroups@royalbcmuseum.bc.ca) – make sure to quote your confirmation number found in the email sent after you book your program or self-guided visit.

- Review our **Behavior Expectations** on page 5 with your students and familiarize yourself with our policies included with Helpful Info on page 7.
- Review our Behavior Guidelines with your students before your visit. **You must sign and print** the Behavior Guidelines on page 5 in order to pick up your tickets.



# School Visit Instructions


## WHEN YOU ARRIVE

### Arrivals

- Please arrive no more than 30 min before your program start time. Groups arriving too early may be asked to wait. **All doors open at 9:00 am, earlier for special events.**
- All groups should enter the Royal BC Museum by using the “**Group Entrance**” doors located on the east side of the building, closest to Thunderbird Park (near the corner of Belleville St and Douglas St).
- Gather your students and chaperones in an orderly group inside of Clifford Carl Hall.
- For **Tours and Labs** a volunteer or staff member will meet your group when you arrive. Please follow their instructions.

- **Backpacks** larger than 30 x 30 cm are not allowed in the galleries. There is no secure storage for backpacks at the museum. If you must bring them with you, you will be instructed as to where they can be kept.
- **Restrooms** are located near the main security desk and can also be found on each floor.

### Tickets and Payment Arrangements

- You may pay for and collect your tickets on the day of your booking or in advance of your visit. There will be **no refunds or exchanges** once the booking has been paid for and the tickets have been printed.
- Present your **confirmation letter** and **signed Behavior Guidelines** to any available cashier at Admissions to obtain your tickets. 

- **Payment must be made** by Canadian or US cash, Visa, MasterCard, American Express, Interac, money order in Canadian funds, or organization cheque in Canadian funds payable to the Royal BC Museum Corporation.
- For payments in person. By Credit Card where the cardholder will not be present, contact our Groups Sales office to obtain a credit card authorization form which must be filled out by the cardholder in advance of your visit and presented at the time of payment by the group leader.
- If you choose not to visit, or do not cancel your booking with the Group Sales office, the cost of your reservation will be invoiced to your school.
- On the day of your trip, please call 250-387-4007 **if you cannot make your assigned check in time.**

# School Visit Instructions

## THE LEARNING EXPERIENCE

**Field trips can enhance student's education by giving them hands-on experiences, the opportunity to see historically-significant objects in person and ask questions of museum and archives staff who are experts in their fields.**



### Trailhead Tours and Learning Labs

The staff member or volunteer who leads your school program will meet your group in the lobby closest to the Group Entrance. They will provide instruction in regards to coats, lunches and backpacks.

The staff member or volunteer will skillfully lead your students through the program providing them with hands-on experiences and fun learning opportunities.

We allow up to one adult chaperone per three students.

### Self-Directed Visits

Self-directed visits can be terrific experiences for your students. If you are bringing multiple classes please remember that entry times are scheduled for groups of 35 students plus their chaperones at 20 minute intervals. However you may remain in the exhibits for as long as you need.

We require one adult chaperone per five students (grades K – 8), and one adult per 10 students (grades 9 – 12). Required chaperones receive complimentary admission, any additional adults receive a discounted rate.

### IMAX Victoria Visits

An IMAX film is a great addition to your Royal BC Museum experience.

Your IMAX ticket should be used for the film you have selected on the date and time booked.

The IMAX Victoria chaperone tickets are calculated based on the number of paid admissions.

15-29 paid admissions receives one chaperone ticket, 30-59 visitors receives two chaperone tickets.

For more information about educational offerings at the IMAX Victoria Theatre at the Royal BC Museum please visit their [website](#)

# School Visit Instructions

## BEHAVIOUR GUIDELINES

**It is important for students and chaperones to understand your expectations of their behaviour while they are on a field trip.**

In addition to your own requirements, please review the behaviour guidelines listed here with your **students and chaperones** at school before you leave for the Royal BC Museum site.

### Chaperones

Not only are chaperones responsible for the behaviour and safety of the students, they help shape each student's learning experience during the museum visit. It is helpful to give chaperones the handout on page six ahead of time and review it with them.

### Sign and Print

You must sign this page on behalf of your class and present it with your confirmation letter in order to pick up your tickets.

Signature:

Date:

School:

It is important for all students follow these simple rules:

1. **Stay with your group.** Students and their adult chaperone must stay together at all times inside of the museum, in the shop and in the lunch area.
2. **Be courteous and respect other visitors.** Talk quietly and walk through the museum. Take turns at interactive stations. Don't run. Don't play on the escalator.
3. **Respect the the exhibitions and building.** Use clipboards to write against, instead of walls, windows or exhibit panels. Don't climb on the exhibits or reach inside of them.
4. **Keep food, drinks and gum outside the museum exhibitions.** Visitors are not

allowed to eat or drink in the museum exhibitions. Food may only be eaten in the Community Room or outside on our picnic tables.

5. **Students must stay with chaperones if permitted to shop in the Royal Museum Shop or National Geographic Shop.** Students must be accompanied by a chaperone and are expected to use appropriate behaviour.

Please follow the instructions of the Royal BC Museum and IMAX Victoria staff. Groups having difficulty following museum and theatre guidelines will be asked to modify their behaviour, and in some situations may be asked to leave.

We will follow up with a school administrator regarding incidents of unacceptable behaviour.



# School Visit Instructions

## CHAPERONE HANDOUT

At the **Royal BC Museum**, we appreciate your support as a chaperone. Your contribution is vital in helping students stay safe and get the most from their experience.

Please enforce the museum's behaviour guidelines below:

1. **Stay with your group.** Students and their adult chaperone must stay together at all times inside of the museum, in the shop and in the lunch area.
2. **Be courteous and respectful of all visitors.** Talk quietly and walk through the museum. Take turns at interactive stations. Don't run. Don't play on the escalator.
3. **Respect the exhibitions and building.** Use books or clipboards to write against, instead of walls or exhibit panels.  
  
Don't climb on the exhibits or reach inside of them.

4. **Keep food, drinks and gum outside the exhibitions.** Visitors are not allowed to eat or drink in the museum galleries. Food may only be eaten in the designated lunch room, Clifford Carl Hall or outside on our picnic tables.

5. **Stay with students if permitted to shop in the Royal Museum Shop or National Geographic Shop.** Students must be accompanied by a chaperone and are expected to demonstrate appropriate behaviour.

### Learning Activities

Let the students know that they are here to have fun and learn at the same time.

Instead of answering questions for the students, help them find the answers.

Encourage the students' exploration with open-ended questions such as: "What do you see?", "Why do you think that object was chosen for display?", etc.

Help students find answers by looking at the exhibitions, reading the written labels and/or talking with volunteer docents that may be available.

Have fun and play along.

### Your Schedule

Arrival time:

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Lunch time:

---

Departure time:

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### Other Information

If a student gets lost or injured, go to a security guard or to the Security Desk near the group entrance.

Restrooms and drinking fountains can be found on each floor.

# School Visit Instructions

## HELPFUL INFORMATION



### Backpack Policy

Backpacks or bags larger than 30 x 30 cm are not permitted in the museum galleries. Please leave all non-essentials in vehicles or at school as we do not guarantee a secure storage area for these items. The museum and IMAX are not responsible for lost or stolen items.

### Photography Policy

Photographs are allowed in the museum's permanent galleries but we ask that you do not use a tripod and that you turn off your flash to protect our artifacts.

Photographs may not be allowed in special feature exhibits – please ask if uncertain.

### Other Information

Restrooms and drinking fountains can be found on each floor.

### Lunches

The community room is available on a first come, first served basis. If occupied, a lobby host can assist you in finding a suitable location. If you are directed to use the Clifford Carl Hall, please note the tables and chairs in the café area are reserved for patrons of the Sequoia Café. Outside, we have picnic tables in the Thunderbird Park and seating in the courtyard behind the museum for the Food Truck Festival.

### Nametags

If your school policy allows, all students, chaperones and teachers should wear nametags with the school name. In order to make students easily identifiable to chaperones we suggest you colour code the nametags if possible.

### Emergency Procedures

In case of emergency, students should know they can ask for help from a security guard.

If a student gets lost or injured, contact the nearest security guard.

If there is an emergency at the museum, please follow the instructions of security and/ or staff.

### Chaperone Ratio

#### Volunteer Led

Grades k – 5 1:3

#### Self-Directed

Grades k – 8 1:5

Grades 9 – 12 1:10

#### Imax

Per paid tickets

15-29 – one comp ticket

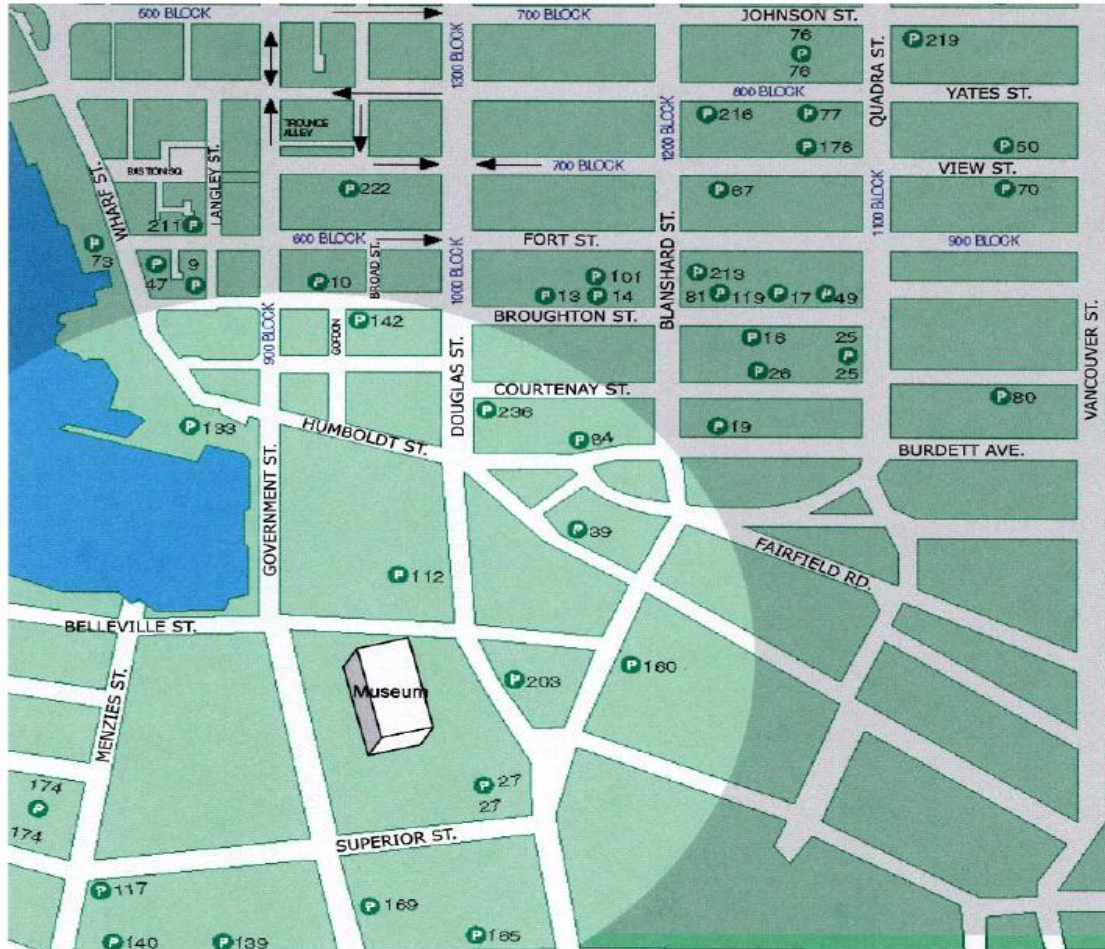
30-59 – two comp tickets

etc.



# School Visit Instructions

## PARKING NEAR THE ROYAL BC MUSEUM



Lot#	Public Hours	Address	Stalls	Lot Type	Dist. From Museum	RV Parking
27		606 Douglas	54	Surface	Behind Museum	No
39		780 Humboldt	100	Surface	5 Minute Walk	Yes
61		203 Quebec	150	Surface	10 Minute Walk	Yes
84		744 Burdett	32	Surface	5 Minute Walk	No
112		720 Douglas	300	Parkade	2 Minute Walk	No
117		509 Superior	33	Surface	5 Minute Walk	No
165		648 Michigan	135	Surface	5 Minute Walk	Yes
169		509 Government	13	Surface	2 Minute Walk	No
174	No parking on weekdays. Check lot sign for times on evenings and weekends.	481 Kingston	599	Surface	2 Minute Walk	Yes
203		655 Douglas	71	Surface	Across the Street	No
223		737 Humboldt	150	Surface	5 Minute Walk	Yes
236		843 Douglas	68	Surface	5 Minute Walk	No

**Note:**

On the lots where RV parking is available, arrangements can be made for overnight parking.