

Preparing For Your Field Trip



We are so excited for your visit to the Charles M. Schulz Museum and Research Center! Here is everything you need to know to make the most out of your field trip.

Before Your Visit:

- Visit the Museum for free to prepare. Show your confirmation email to the cashier and let them know you are previewing the Museum for an upcoming field trip.
- Review your date and arrival time to ensure there are no scheduling errors.
- Review your student count. Call us at **(707) 284-1263** if there are any major changes to the itinerary.
- If your group needs any accommodations, review the Museum's accessibility options <https://schulzmuseum.org/visit/accessibility/> and call us at **(707) 284-1263** with any needs.
- Prepare your payment, which is due before or upon arrival. We accept cash, check, and credit cards. Payment must be in one lump sum even if you are paying for several classes and for additional adults.
- If you have reserved ice skating, you must have a separate payment for Snoopy's Home Ice. The Museum and Ice Arena are separate entities and require separate payments. Please direct questions regarding ice skating payment for Snoopy's Home Ice to **(707) 546-7147, ext. 224**.
- Share the chaperone guidelines below with your adult chaperones.
- Read the teacher resource packet (<https://schulzmuseum.org/educators>) for information about Charles Schulz, the Museum, and for pre- and post-visit activity ideas.

Day of Visit:

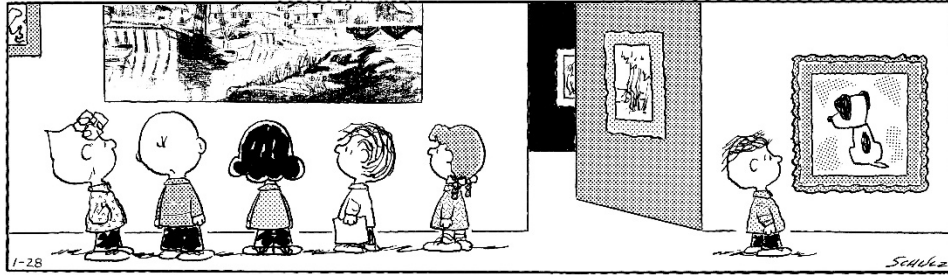
- Field trips are roughly 90 minutes and include a facilitated tour of the Museum and a hands-on workshop focused on the topic/theme you requested.
- Field trip times are from 9:00 am-10:30 am or 10:45 am-12:15 pm. Snack, meal, and bathroom breaks should be planned outside of these times or will cut into the Museum tour and workshop experience.
- Special arrangements outside of these times can be discussed by calling us at **(707) 284-1263**.
- Groups with more than 35 students might be split into two or three smaller groups to rotate through the Museum activities.
- Please take attendance, including chaperones, to share with Museum staff when you check in.
- Check in at the Schulz Museum's front desk while your group remains outside or in the front lobby.
- If possible, please leave all backpacks and bags on the bus or at school.
- Running late? Please call **(707) 284-1263** as soon as possible. Groups arriving more than 15 minutes late might miss parts of the Museum field trip experience.
- Ice skating is from 12:30-2:00 pm, Monday – Thursday. Students can get skates on at Noon.

Eating and Shopping:

Food and beverages are not permitted inside the Museum; there is no food service or picnic area at the Museum. If you are planning to eat, there are picnic tables outside at Snoopy's Home Ice. You can also call the Warm Puppy Café to ask about meal options at (707) 546-7147.

The Museum gift shop sells Museum-themed products and opens at 11:00 am daily except Tuesday. Please let us know ahead of time if you plan to shop before 11:00 am or on a Tuesday so we can have a cashier available. You can also shop at Snoopy's Gallery and Gift Shop, located next to the ice arena, after 11:00 am every day except Tuesday.

CHAPERONE GUIDELINES



Chaperones are responsible for student behavior at all times while visiting the Museum.

- Chaperones are encouraged to help students by handing out paper and pencils in the classroom, escorting them to and from the restrooms, and modeling appropriate behavior while experiencing the Museum exhibitions with them.
- Encourage your students to stay with the group and not wander into other galleries.
- Remind students to raise their hands if they have questions.
- Please refrain from side conversations with other chaperones while the tour leader is speaking.
- Respect the Museum; refrain from touching Museum exhibits, glass display cases, and walls, unless otherwise invited by the tour leader. When touching is okay, please remind students to do so gently.
- Help remind students to walk while in and around the Museum.
- Photography is encouraged during your visit. Please turn off your flash to protect the artwork.
- Videography is not permitted.
- Food and beverages must be enjoyed prior to or following your visit to the Museum. To protect the artwork, we ask that you do not bring food or beverages into the Museum.
- If students wish to purchase items in the Museum gift shop, direct adult supervision is required. We suggest that no more than 5 students be allowed in the gift shop at one time with at least one adult.

Above all, have fun and enjoy all the Schulz Museum has to offer!



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