



## **Chaperone Policy**

### Recommended Ratios of Adult Teacher or Chaperone to Students

- Grades PreK-3 – 1:10
- Grades 4-9 – 1:12
- Grades 10-12 - 1:15
- Maximum Group Size with museum staff or docent: 25 students with teachers/chaperones

## **Teacher and Chaperone Expectations**

In order to have the best museum experience possible, please share the following guidelines with all teachers and adult chaperones prior to your tour.

- If you are running late, call the Museum at 772.231.0707 to let us know your expected arrival.
- Accompany students to the museum or arrive prior to students; docents and/or staff will greet the group at the designated entrance.
- Help manage the group during the transition from bus into Museum.
- Provide nametags to students prior to arrival at the Museum.
- Determine student group members and teacher/chaperone assignments ahead of time and assist with dividing students into groups; make changes if necessary.
- Monitor students' behavior while moving through the galleries; docents and/or staff will lead the group and teachers/chaperones should follow at the end.
- Correct poor student behavior as needed (e.g., making inappropriate comments, not engaging in activities, or straying from the group, etc.).
- Remove a student from the group if poor behavior continues and cannot be corrected.
- Allow students to answer questions.
- Accompany students who need personal or medical assistance including restroom visits.
- Refrain from talking to other adults and/or using cell phones during the tour.
- Engage in or assist with gallery or studio activities when needed or appropriate.
- Accompany students to their final destination once the tour has ended.



### **Museum Manners for Students**

In order to have the best museum experience possible, please keep the following guidelines in mind and review these museum manners with your students prior to your visit. If you have any questions, museum staff or docents are happy to help you.

- Please help us keep the works of art at Vero Beach Museum of Art safe by not touching the artwork. This includes paintings, sculptures (or their pedestals), works on paper, or any other museum object. A good way to remember this is to stay two feet away from artworks and walls in the galleries.
- While walking through the galleries, we suggest keeping your hands behind your back, in your pockets, or at your sides.
- No food, drinks, or gum are permitted in the museum.
- Use quiet, inside voices while walking through the galleries.
- Stay with your group, including your teacher and/or chaperones, at all times while exploring the galleries.
- We want to hear your ideas! Raise your hand to respond to questions, participate in group discussions, and during activities with museum educators, docents, and teaching artists.
- Leave all backpacks, large purses, umbrellas, sack lunches, or other bulky items on the bus while at the museum.
- Please don't use cell phones during the tour, unless you are instructed to do so.
- Photography is allowed in the Museum; but please ask before taking a picture.