



TIPS TO ENSURE A SUCCESSFUL VISIT

- Do have students scheduled for a docent program wear large name tags
- Do remember that teachers and chaperones are responsible for students and their behavior at all times
- Do call in advance to book the lunchroom (available only with prior reservation)
- Do put all lunches in a box/container to be placed on the lunch cart at your arrival
- Do assign a chaperone to take the lunch cart to the lunchroom
- Do make sure to clean up the lunchroom when you are finished using it
- Do have your bus pull up to the circle drive and have students wait on the bus until you receive instructions from the Greeter
- Do leave coats, backpacks, and any other personal items on the bus or in your vehicles