

the
Henry
Ford

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Chaperone Information Guide

Chaperones have an essential role during a field trip to make sure students stay safe, have fun and learn. Make that happen with this guide.

The Henry Ford's Expectations for Chaperones

- While our staff are here to serve you during your trip, please remember they have to serve all of our other guests as well. So, for the safety of your students and the consideration of our other guests, we ask that you be responsible for the behavior of your students. Lack of supervision and/or inappropriate behavior may result in our staff requesting that all field trip attendees leave The Henry Ford.
- To experience our exhibits properly, small groups of 10 students or fewer are recommended. Larger or combined groups will take away from the experience because not every student will be able to view the information being presented.
- We ask that you keep your students in a group because students running ahead or roaming without you could get lost. Please make sure that you supervise your group at all times regardless of their age.
- Please be sure students are aware of The Henry Ford's expectations for their behavior.
- We ask that your attention always be focused on your students. Therefore, we ask that you do not use your cellphone unless you need to contact the teacher in case of an emergency or the teacher needs to contact you.
- It's always best to keep an accurate count of how many students are in your group.
- Please know your students' names, and be sure they know your name.
- In case of emergency, including injury, illness or lost child, contact any employee of The Henry Ford.

Tips for Navigating The Henry Ford

- To receive the \$10 school rate, your admission must be paid by the teacher as part of the school reservation. Any additional adults not paid for by a teacher with the school's reservation will be charged the regular daily admission fee — no exceptions.
- The teacher may need you to help transport students' lunches during the day. Bringing a backpack is suggested.
- Maps are available at entrances to each venue. If you are accessing this document on a computer or mobile device, click these links for maps: **Henry Ford Museum of American Innovation, Greenfield Village, Ford Rouge Factory Tour.**
- Group visits to The Henry Ford are not guided tours, but you will meet many staff along the way. They will share information and answer any questions.
- Please confirm with the teacher before allowing the students to spend money at the gift shops, restaurants/concessions, rides or hands-on activities.
- Refer to the map you receive at the entrance for time required for programs, hands-on activities and rides.

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Chaperone Trip Details

Teacher Name _____ Cellphone Number (_____) _____

School Name _____ Phone Number (_____) _____

Venue(s) we are visiting (circle all that apply)

Henry Ford Museum of American Innovation™

Greenfield Village®

Ford Rouge Factory Tour

Giant Screen Experience

Lunch Time _____

Lunch Location _____

Departure Time _____

Departure Meeting Area _____

Students in my group:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

What to learn, see and do: (Including activities, programs, exhibits, etc. Please include time.)

Is gift shopping allowed? When? _____



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Tips for Being a Great Chaperone

Keep in Mind

- Please keep track of time and follow time instructions.
- Please know the teacher's academic goals, and support those goals by taking students to the exhibits, programs and activities planned by the teacher and helping students complete any other tasks given.
- Your job is not to be an expert but to help students learn for themselves. The suggestions and questions below will prompt them to be active learners.
- Also, resist the temptation to supply students with answers; remember, the person who does the work does the learning.
- Kids are generally excited to be out of the classroom and probably have a lot of energy. Do not be discouraged if they seem rambunctious. Channel their energy with the following suggestions. And remember, people learn best while they are also having fun.

Encourage Students

- To explore. They can help decide what to see and when.
- To talk and share discoveries with each other.
- To read signs out loud (or read to them).
- To participate in hands-on activities.
- To identify the exhibit or historic building's main message — each exhibit/historic building tells a story.
- To ask questions of the staff stationed throughout The Henry Ford.

Ask Students

- What do you see (hear, feel, etc.)?
- Does anything here surprise you? What do you think about ...? Why?
- Have you seen something like this before? How is this alike or different?
- What do you think this was used for? What would it be like to ...?
- What questions do you think of when looking at this? (Write down their questions to share with the teacher.)

The Henry Ford's Expectations for Students

- Remember that you represent your school and community. You and your group may be asked to leave if you do not follow these expectations.
- While you are here, treat The Henry Ford as your classroom.
- Be respectful of other visitors and staff.
- Do not yell or run.
- Pick up after yourself.
- Know who your chaperone is, and stay with him/her at all times. Treat your chaperone as your teacher.
- Do not run ahead or roam around without your chaperone.
- If separated from your chaperone, contact any staff person from The Henry Ford. Staff wear badges with their pictures and names.
- Please do not touch artifacts unless signs or The Henry Ford's staff tell you it is ok.
- Do not cross barriers or climb the artifacts/exhibits. Ropes, fences and barriers are there to keep you safe and protect our artifacts/exhibits.
- No food or beverages are allowed in museum exhibits, historic buildings or on rides.

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Greenfield Village

Tips for Chaperones

Navigating the Village

- **Restrooms are located:**
Inside Village: Liberty Craftworks, Railroad Junction, Edison at Work districts and A Taste of History restaurant.
Outside Village: In back of Greenfield Village Ticket Building in the Josephine Ford Plaza.
- If your group has Ride Pass tickets, they must be redeemed for wristbands. This can be done at the entrance ticket booth's PAID window.

Special Expectations for Students

- For your safety, keep off railroad tracks and do not walk in front of moving vehicles.
- Keep the animals safe and healthy. Do not feed, pet or bother them.
- For the safety of you and our trees, do not climb the trees.

Quiet Areas

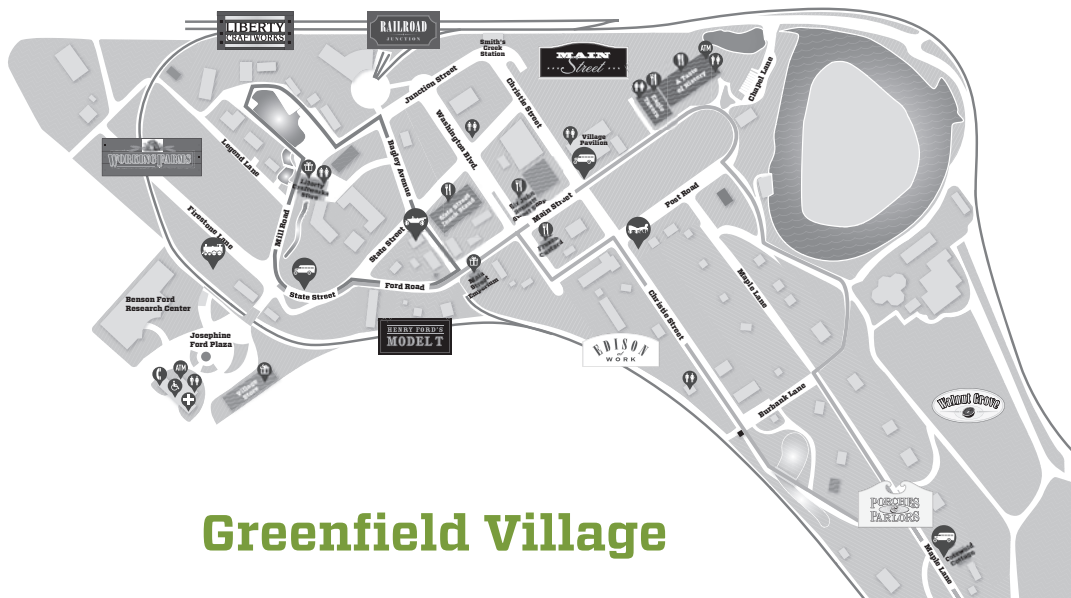
- If you need a quiet area for a discussion or to calm your group, use one of the many open outdoor spaces around Greenfield Village
- The most congested areas tend to be Firestone Farm, Ford Road and Main Street.

Lunch Areas

- If the teacher has not designated a specific lunch area, you may picnic anywhere in Greenfield Village. State Street Lunch Stand has ample sheltered seating.
- If the teacher is permitting purchase of lunch or snacks, visit the State Street Lunch Stand, Sir John Bennett Sweet Shop, A Taste of History or Frozen Custard. (Hours vary seasonally.)

Donald F. Kosch Village Playground

- School groups second-grade and under are welcome with one chaperone per 10 students.
- Groups with special-needs children of any age are welcome with an adult caregiver.
- You must closely monitor your students.
- The playground provides safe and appropriate learning for early elementary school, families with young children and children with special needs. Please encourage older students to engage in age-appropriate and curriculum-aligned learning activities throughout Greenfield Village.



Greenfield Village

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Henry Ford Museum of American Innovation

Tips for Chaperones

Navigating the Museum

- **Restrooms are located:**
Inside Museum: Along the front wall of the museum next to the Glass Gallery and next to the Clockwork aisle.
Outside Museum: In the Welcome Center and Michigan Café lobbies.

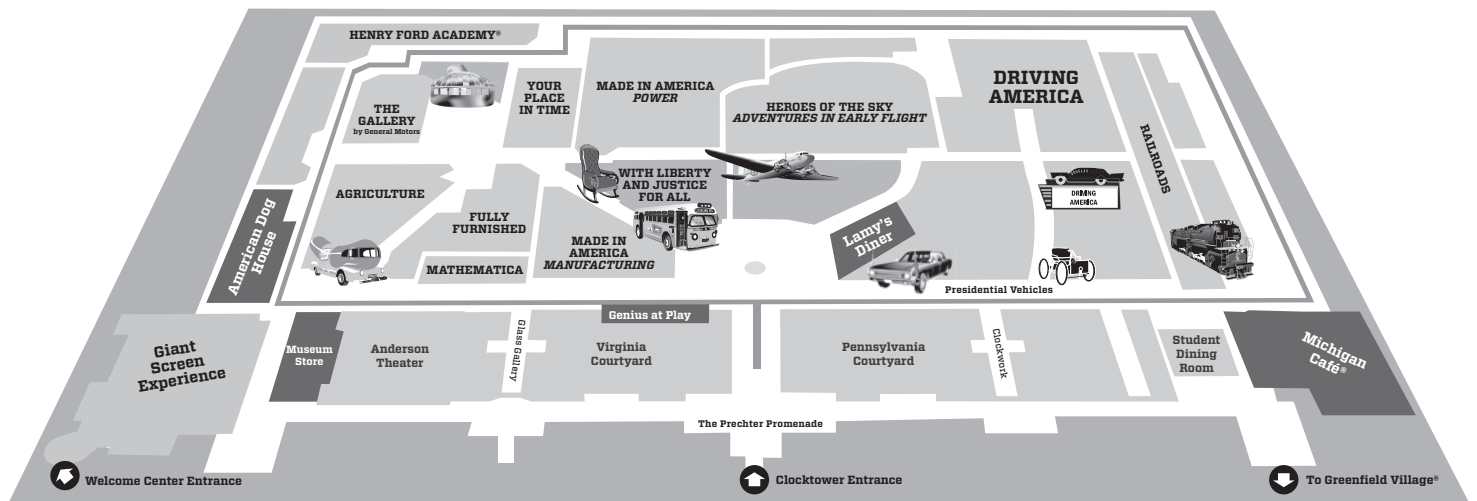
Lunch Areas

- Many groups use the lunchroom near the Michigan Café. It requires a reservation; the teacher will have booked the space if your group plans to dine there.
- Lunch tables near the American Dog House are first-come, first-served.
- If the teacher is permitting purchase of lunch or snacks, visit the American Dog House or Michigan Café.

Quiet Areas

If you need a quiet area for a discussion or to calm your group, use one of the following areas:

- Side wall of museum, behind Allegheny Locomotive.
- Back wall of museum, behind the Railroads and Driving America exhibits.
- Back wall of museum, behind the Made in America Power exhibit.



**Henry Ford Museum
of American Innovation**

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Ford Rouge Factory Tour

Tips for Chaperones

Navigating the Factory Tour

- If you are using the Ford Rouge Factory Tour shuttle buses, please bear in mind that buses have limited capacity and run every 20 minutes. If your field trip group exceeds the capacity of one shuttle bus, some chaperones and their students will need to wait for the next shuttle.
- Theaters run in sequence beginning with the Legacy Theater. Theaters have limited capacity — first-come, first-served. Shows begin every 20 minutes.
- Restrooms are located on map.

Special Expectations for Students

- This is a working truck plant, so it is critical that chaperones actively supervise students.
- No shouting, waving or other distractions are allowed in the plant. Do not drop items from the balcony walkway in the assembly plant.
- Photography, cellphone use, food and beverages are also prohibited inside the theaters and plant.

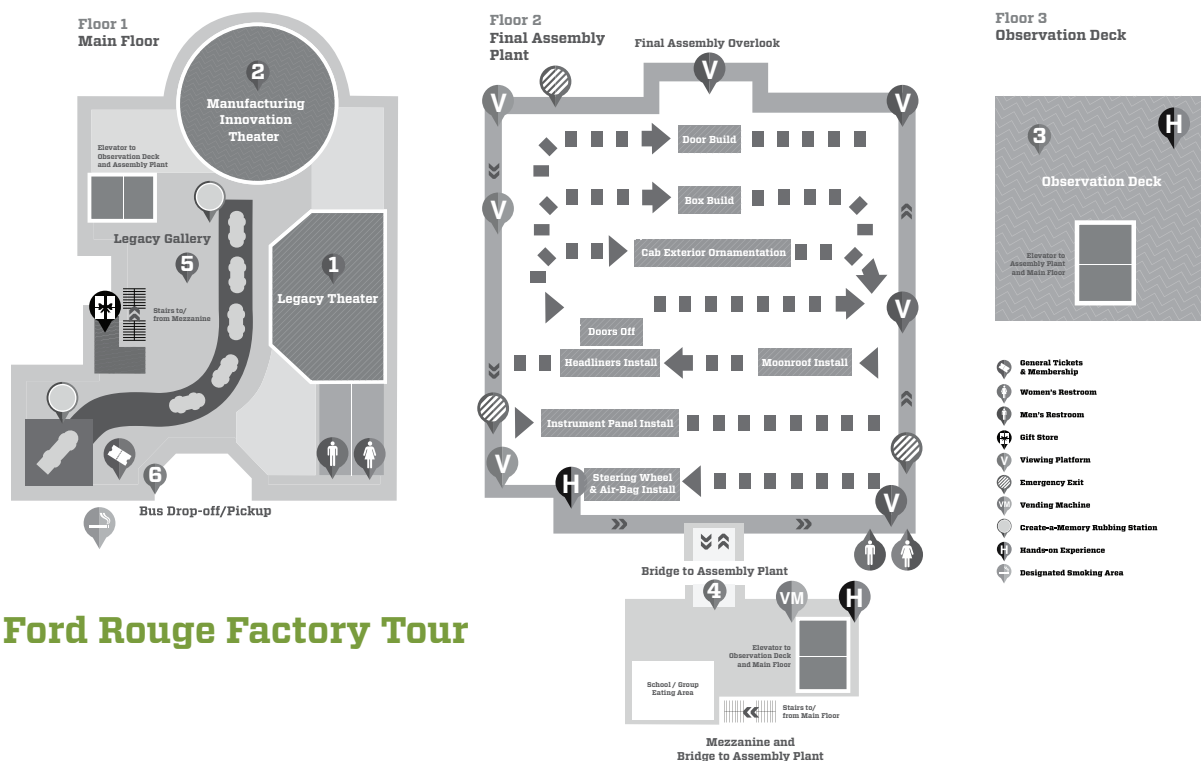
Lunch Areas

- There is one lunch area at the Ford Rouge Factory Tour. It requires an advance reservation; the teacher will have booked the space if your group plans to dine there.
- Bring your own lunch; there are limited beverage and snack vending machines at the Rouge.

Quiet Areas

If you need a quiet area for a discussion or to calm your group, use one of the following areas:

- Floor 1: Lobby of Legacy Gallery.
- Floor 2: Mezzanine before entering assembly plant or small conference room at end of first assembly plant walkway.
- The loudest area tends to be Floor 2 inside the Final Assembly Plant.
- The Floor 1 Manufacturing Innovation Theater is a multimedia, multisensory experience that may be overwhelming to some individuals with medical conditions or special needs.



Ford Rouge Factory Tour

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Giant Screen Experience

Tips for Chaperones

Navigating the Giant Screen Experience Area

- **Restrooms are located:**
In Welcome Center lobby.
On second level (theater exit) to your right.

Lunch Areas

- Many groups use the student dining area across from the Michigan Cafe. It requires an advance reservation; the teacher will have booked the space if your group plans to dine there.
- If the teacher is permitting purchase of lunch or snacks, visit the American Dog House or Michigan Café. Museum admission is required to access American Dog House.

Quiet Areas

If you need a quiet area for a discussion or to calm your group, use one of the following areas:

- Second level (theater exit) to your right.

