

Chaperone Policies: Copy and distribute to all adults accompanying your group.

Teachers and chaperones MUST stay with their assigned groups at all times, including visits to the gift shop, restrooms and theaters. Please assign groups to chaperones prior to arrival.

The Role of the Chaperone at the ALPLM:

All adults accompanying a school group to the ALPLM are considered chaperones (including teachers.)

Chaperones are responsible for behavior of students they are leading through the museum.

It is the chaperone's responsibility to review the rules provided on this page before and during the initial orientation at the museum and to see that these policies are enforced.

Chaperones are expected to follow the rules and to remain with their students at all times during their museum tour.

ALPLM Chaperone Policies and Rules

- ALPLM requires one chaperone/teacher for every ten (10) students. These chaperones/teachers will be admitted free of charge with school group. Aides accompanying special needs students over and above the 1 to 10 ratio will also be granted complimentary admission.
- Additional adults will be charged admission price of **\$12.00** upon arrival. To expedite the process, one designee must purchase all additional tickets. The ALPLM does not bill in advance for additional chaperones.
- Tours at the ALPLM are self-guided. Teachers and chaperones are responsible for guiding their assigned group of 10 students throughout the Museum. Docents will be on hand to answer questions and provide assistance but they will not conduct formal tours.
- Arrive at the theaters five (5) minutes before show time. It is the chaperones/teacher's responsibility to get your group to each theater at the appropriate time. You will not be allowed admittance once the show begins. Groups must remain together in the theaters. Please note: strobes and loud sound effects are used in the Union Theater.
- Gift shop purchases will not be allowed in the Museum. We suggest you make the gift shop your last stop before departing.
- No backpacks or large bags will be allowed. Umbrellas and bags exceeding a size limit of 11x16x8 must be left on the bus or checked. Headsets, personal stereos and other electronic equipment must be left on the bus or checked.
- Cell phones must be turned off. Students who text or use a cell phone as a light source in the theaters or exhibits may be escorted from the theater by Museum security. It is the **chaperone's responsibility** to see that the students adhere to this policy.
- No photography, including cell phones, is allowed in the theaters, galleries or exhibits. Photography is allowed only in the Plaza area and in *Mrs. Lincoln's Attic*.
- Remove all hats, hoodies, and other head coverings unless worn for medical or religious reasons.
- No food, beverages, candy or gum are allowed in the Museum. The Museum is smoke-free facility.
- Chaperones bringing additional children on scheduled school tours are strongly discouraged.
- No running, climbing over seats or rough-housing.
- The Museum and its exhibits are designed for students in 4th grade and up. Some exhibits and theater presentations may be disturbing for younger children.
- The entire Museum is monitored by video surveillance. **Do not touch the exhibits**

A note on *Mrs. Lincoln's Attic*: This area is a hands-on play area for children ages 3-12 and their families. School students are welcome to visit the Attic in their assigned groups, but we ask you to be sensitive to families and small children playing in that area. Once maximum capacity is reached in that space, entrance will be limited with preference given to visiting families. Thank you for your understanding.