We look forward to having your school visit Sauder Village!

For the safety of all our guests but particularly your students and to make your day run more smoothly, we ask that you read over and share these arrival and departure procedures with your co-teachers and drivers.

Thank you for working with us!

For Groups Arriving on Buses:

Arrival Procedures...

A. Buses should enter the parking lot entry just east of the entry to the Sauder Heritage Inn and proceed east through our parking lot to pull up to the west of the Welcome Center, at our new group entrance gate.

B. All passengers will remain on the bus to be greeted by a Sauder Village Staff Member. In order to speed up the arrival process, anytime before noon that day the lead teacher can take care of check-in and payment at the Admissions Desk.

C. Once the bus is greeted, the students may get off the bus and proceed as directed into the Historic Village. **In an effort to alleviate congestion and reduce the risk of injury around the buses and parking lot, we ask that if students haven't been divided into groups prior to arrival, please do so in the Village Green. Also, if you need to address your group as a whole, this is a great location to do so.

D. Your group should drop off your lunches in your assigned lunch area before starting your tour. Sauder Village will provide carts as needed.

E. Departure time will be confirmed with both the lead teacher and bus driver. The bus driver will be given a window placard with departure time written on it. We ask that this be placed in the window of the bus.

F. Buses will park within the Sauder Store & Outlet parking lot, on the East side of the store’s parking lot (a small map will be available upon arrival).

Departure Procedures...

A. We ask that groups gather in the Village Green by your school sign post. Please do not gather with your group in the parking lot.

continued on reverse
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C. Once the bus(es) have arrived, Sauder Village staff will direct the classes to board the buses.

Departure Procedures...

B. Buses will be asked NOT to pull up any earlier than 10 minutes prior to your departure time as indicated on the window placard. Buses arriving earlier will be asked to go back to the parking area and wait until closer to departure.

C. Once the bus(es) have arrived, Sauder Village staff will direct the classes to board the buses.

For Groups Arriving by Cars...

A. Please follow the sidewalk around to the group entrance for your safety. Do not cross through the parking lot between buses!

B. All students and supervising adults assemble together quietly and our staff will welcome them and clarify the day’s activities. FOR THE SAFETY OF YOUR GROUP, we ask that you gather east of the restrooms located next to Founder’s Hall just inside the group entrance. Your supervising adults should all have been given a copy of the guideline sheet before arrival.

C. After their welcome, your group will be able to enter the Historic Village as directed. You may store your lunches in the lunch room until your assigned lunchtime.

D. Lead teacher is asked to bring completed payment form and payment anytime before noon on the day of the trip.

FOR ALL GROUPS - Please remember to bring your completed payment forms. This will speed up the payment process.

Updated 3/26/21