



# Chaperone and Teacher Field Trip Tips

We greatly appreciate our teachers and chaperones, and recognize the important role you play during field trip days. The information on these next few pages is designed to help you in that role. If there are any questions not answered here, please feel free to email [fieldtrips@saudervillage.org](mailto:fieldtrips@saudervillage.org).

## Entrance

Between Founder's Hall and the Barn Restaurant there is a bus loop designed specifically for school groups. **This is separate from the main entrance for the Welcome Center.** Before entering the village, a Sauder Village staff member will greet your group at the School Group entrance gate.

## Payment

Advance reservations are required for all group tours and special programs. **Groups will only receive the group discounted rates when they pay with one payment transaction.** Any adult who pays individually at the Admission Desk will be charged the regular general admission for the current year instead of the discounted school tour rate. In order to speed up the arrival process, field trip teachers can take care of payment in the Welcome Center any time before noon on the day of the field trip. **Please have our payment form filled out prior to arrival!**

## Parking

Bus drivers may enter through the Heritage Inn entrance, drop students off at the School Group entrance and then park on the northwest side of the parking lot in the Sauder Outlet Store parking lot. Guests arriving in cars may park behind the Doughbox Bakery, or in the spots located between Founder's Hall and the Barn Restaurant. All parking is free at Sauder Village.

## Lunch

Groups are responsible for getting their lunches to and from their designated lunch location prior to starting their self-guided tour. Sauder Village will provide lunch carts to transfer lunches as needed. Groups who did not reserve a lunch spot may eat sack lunches at picnic tables or purchase lunch from the Barn Restaurant or our 1920's Soda Fountain.

## What to Wear

Sauder Village operates in all kinds of weather conditions, so everyone should dress accordingly. Our buildings have heating and cooling units, but there will be quite a bit of walking during your visit. Our buildings are connected by roads mainly made of dirt, and can become muddy or dusty, so comfortable and appropriate shoes are necessary. We highly recommend layers, too!

## Photography

We encourage all of our guests to take photos while visiting our complex! During your visit, you may be photographed for marketing and promotional purposes. If you, or someone in your group, wishes to not be photographed, please request a special sticker from a Sauder Village staff member.

## First Aid/Weather Warnings

If there is a first aid need or a lost child, notify a Sauder Village staff member. We also keep track of weather conditions. In the event of a severe weather warning, staff will be instructed to advise our guests on where to seek shelter.

## **Train Ride**

Our train, the Erie Express, is free to all visitors. Children must be accompanied by an adult at all times. Once your ride is complete, if you desire to ride the train again, please exit the train and reenter the line at the station. If any students in your party choose not to ride, an adult must wait with them until the rest of the group has returned.

## **Sauder Village Museum Etiquette:**

**You are responsible for the safety and behavior of the students in your group.** Please keep your group together and with an adult at all times. Adults must enter historical buildings with their students. This lets our costumed interpreters know that the students are supervised. Any student found without an adult will be taken to the Welcome Center until their adult can be located.

**Be kind to our animals.** The animals found at Sauder Village are not pets- they are working farm animals. Please remind students to use soft voices when talking to the animals, use walking feet, and refrain from petting or feeding them. Again, these animals are not to be yelled at, chased, pet, or fed.

**Respect the other guests.** There will be other people visiting Sauder Village the same day you are. Please wait a few moments if the building is full and be mindful of others when walking down the paths, sidewalks, etc.

**Respect our artifacts, signage, and barriers.** Although there are many items and buildings that welcome and encourage hands-on interactions, throughout the timeline you will see a variety of fences, barriers, etc. These are in place in order to protect our historic objects, exhibits, and buildings. Please respect these boundaries when they are in place.

**You are an important part of the field trip experience.** Join your students in learning by asking open-ended questions about what you are seeing, hearing, and experiencing.

**Sauder Village is a non-smoking complex.** Please respect this policy.