

City of Grande Prairie Teacher & Chaperone Guidelines for Educational Programs

Updated: Jan 4, 2019

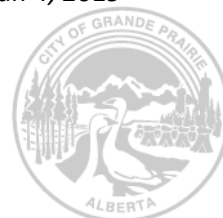


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How to Enjoy your Museum Visit

We are delighted that you will be visiting our facility for a program. Please review the following guidelines before your visit:

Preparing for your Museum visit

- **Please bring name tags** with each student's name clearly identified for guided programs/tours.

Students

- Please do not touch the artifacts and stay at least 30 cm away from the exhibits.
- Running is not permitted.
- Please use indoor voices in the gallery and lobby.
- Students are required to stay together at all times.

Chaperones

- We require 1 adult chaperone per 8 students. A group of over 25 students will require 4 chaperones to be present. The facility has this policy in place for the safety of the students in case of an emergency.
- Due to room capacity limitations at the Heritage Discovery Center, chaperones are expected to play an active role in the self guided tour and activity portion of the program.
- Please stay with your group at all times.
- Cell phones are not permitted on the tours. The teacher may use their cell phone to take photos of the students doing activities or doing the tour of the gallery and/or Heritage Village.
- Please be a silent and present member of the group. As a good role model, show interest but please don't talk among yourselves.
- Questions posed during the tour are intended for the students, not the adults. If you have questions about the exhibits, please ask the tour leader at the end of the tour.
- To prevent disruptive behavior during scheduled educational programs, we cannot accommodate children that are not a part of the class.

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Parking

Grande Prairie Museum

- There is free public parking in Muskoseepi Park. The entrance to Muskoseepi Park is located at 102 Street and 102 Avenue. Park in the parking lot next to the Mini Golf and walk across the footbridge to access the Grande Prairie Museum. Please see the map on page 5 for directions.

Heritage Discovery Centre

- There is free public parking in the parking lot at Centre 2000 Trade & Tourism at 11330 106 Street. Heritage Discovery Centre is located on the lower level of the building. Take the stairs across from the main entrance or the elevator to the right of the main entrance of the building. Please see the map on page 5 for directions.

Arrival at the Museum

- Please arrive 10 minutes before your guided tour. Check in at the reception desk located in the lobby of the Grande Prairie Museum or the reception desk at the bottom of the stairs at the Heritage Discovery Centre.
- This is the time for students to use the washrooms located in the lobby area of the Grande Prairie Museum or past the covered sleigh at the Heritage Discovery Centre.
- At the Grande Prairie Museum, students can also put their coats, lunch bags, and backpacks into the cloakroom located across from the public washrooms.
- If you have booked a self-guided visit, please arrive at your confirmed arrival time, not early, to avoid conflicting with other groups.
- We regret that bagged lunches cannot be eaten inside the Heritage Village, Museum galleries, or in the lobby areas. You can eat lunches on the deck across from the main entrance of the Grande Prairie Museum, or consider taking a short stroll to the Ernie Radbourne Pavilion where they have tables and chairs set up for use by the public in their foyer. Please see the map on page 5 for locations.
- You can eat lunches at the Heritage Discovery Centre on the main floor of Centre 2000 where tables and chairs are set up (unless an event is going on), outside on the patio, or consider taking a short stroll to the Maskwoteh Park that has a playground. Please see the map on page 5 for locations.

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Photography at the Museum

- We do not permit students or chaperones to use their phones during the program.
- Teachers are permitted to take photos of the students and the exhibits during their visit.

Cancelations

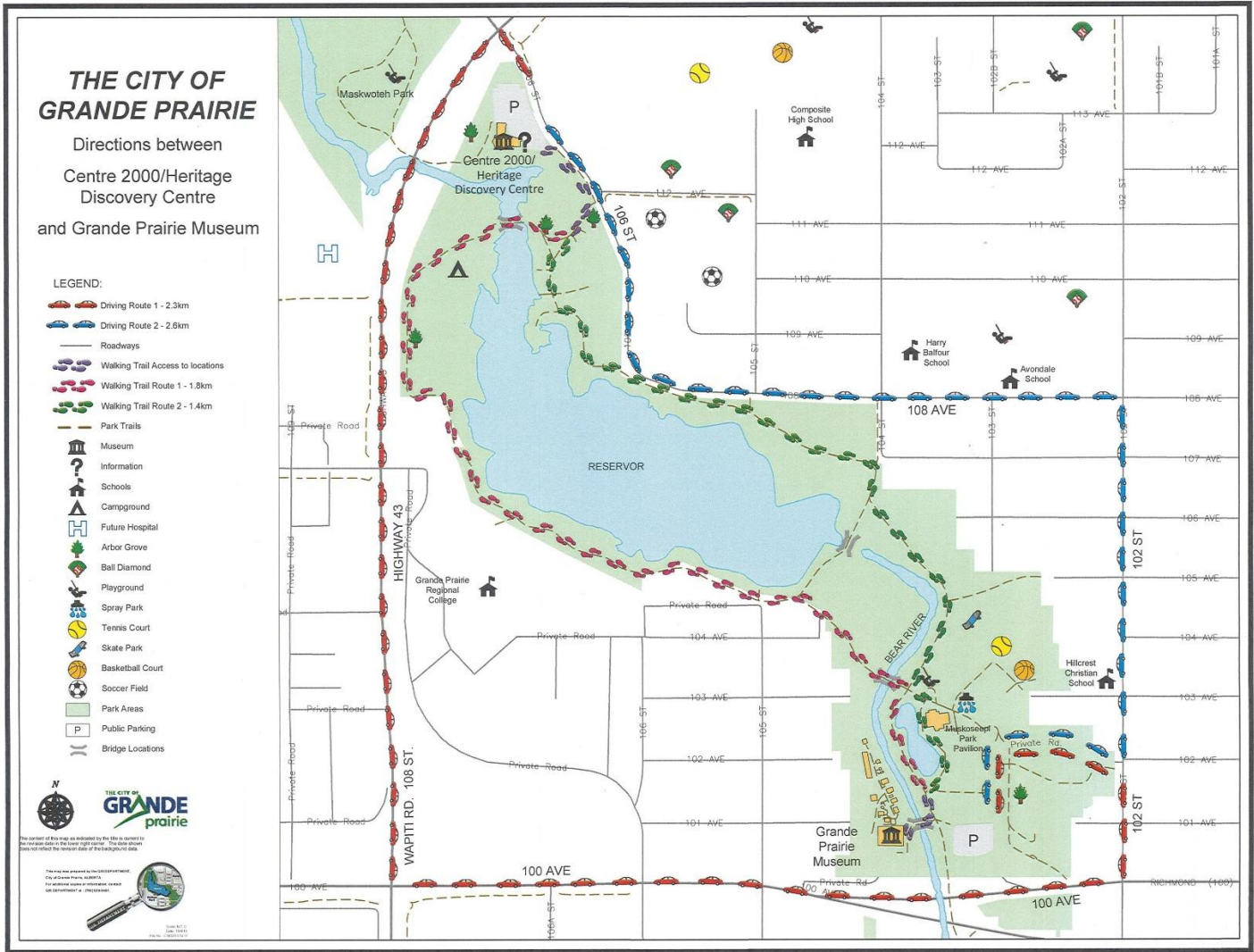
- Please contact the Grande Prairie Museum or Heritage Discovery Centre if you are unable to attend the scheduled program; 24 hour notice is appreciated. You can call us directly at 780-830-7090 (Grande Prairie Museum) or 780-532-5790 (Heritage Discovery Centre) or by email to culture@cityofgp.com.

The Vancouver Art Gallery's Guidelines were used to help create this document.

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Map



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