

## Lewis and Clark National Historic Trail Interpretive Center

# Education Tour Tips

We are excited to have your class visit the Lewis and Clark National Historic Trail Interpretive Center and hope that your experience here will be the highlight of your school year! To help us serve your students and provide for their safety, while accommodating other visitors, please prepare your students and chaperones before your arrival and follow the guidelines below during your visit.

### Before Your Arrival:

- Students participate in a pre-visit activity to acquaint them with the ideas that will be developed during their visit.
- Students are aware of etiquette in a public facility.
- Students are wearing name tags to assist the Center staff and help "break the ice."
- Students have been divided into groups with at least one adult assigned to each group. (We will recommend group divisions based on the size of your group and the program you choose)

### At Your Arrival:

- Arrive at your pre-arranged time. Late groups impact the next group scheduled or may experience a shortened tour.
- Bus driver brings students to front of Center with bus door facing sidewalk so students do not cross the road. (a site map is enclosed)
- Center staff greets the students on the bus and gives instructions.
- Group coordinator brings admission and group count to fee window.
- Fees are paid by (a) check to "USDA Forest Service," (b) cash collected in advance, totaled, and placed in a single envelope, or (c) school purchase order that includes date, student numbers, total fees, school's tax ID number.

- Students leave coats, hats, packs, food, beverages on the bus (coats can be brought in if weather is bad - cloak room is to immediate right as you enter the building)
- Students receive a Center sticker, remove coats and visit rest rooms before entering the Lobby to begin their visit.
- The Center does not have dining facilities. Lunch should be arranged off-site.

### During Your Visit:

- Chaperones and Teachers supervise students throughout the visit.
- Students are attentive at all times and follow instructions.
- Security cameras record all tours.
- Students move from activity to activity in an orderly manner and refrain from running.
- Grades 4-12 watch the introductory movie, 28 minutes long. Students should enter theater in their assigned groups and remain seated during the movie for their safety.
- A student needing to leave the group is escorted by an adult.
- If a student becomes ill, the Center has a cot that can be set up in the staff restroom - a chaperone will need to stay with the student.
- Students do not stop to sign the guest book. We provide a page for your students to sign when you get home.
- Students enter the Portage Cache Store only if teacher and chaperones are prepared to rotate all students into the store in small groups and provide oversight.
- The bus is ready for loading as the program ends and students board immediately to avoid congestion in the lobby.
- Center staff provides a post-visit packet that includes a guest book page, a follow-up activity, and an evaluation.

### After Your Visit:

- A follow-up activity is suggested to reinforce the students' experience.
- Please complete our evaluation so we can continue to improve.
- Have your students sign our guest book page!

**Thanks for your cooperation!**