



# SCHOOL PROGRAMS

800 Main Street Hartford, CT 06103 | (860) 522-6766 | [www.ctoldstatehouse.org](http://www.ctoldstatehouse.org)

## Guidelines for Teachers, Chaperones, and Bus Drivers

*Thank you for scheduling a visit to Connecticut's Old State House! Below are guidelines that will help ensure a successful visit to our site. Please share and review these guidelines with all chaperones in your group.*

### Chaperone Participation

As a chaperone you are responsible for:

- Remaining with students at all times and actively supervising the visit. Please note that students must be accompanied to the restroom area by an adult, including during lunch. We have one boy's and one girl's restroom, each with 4 stalls, so please plan accordingly.
- Only taking photographs if they do not disrupt the program, devices used are silent and photography is not excessive. We ask that **students** do NOT take pictures during programs as it is disruptive to the learning process.
- Turning off cell phones or placing them on silent/vibrate for emergency purposes only.
- Leading by example and not carrying on private conversations or texting while programs are in session.
- Not eating, drinking (except during scheduled lunch), or chewing gum, and ensuring that students also follow these rules.\*
- Ensuring students have been seated before you take a seat.
- Allowing students to participate in programs without interruption, unless to correct behavior, and assisting teachers and Old State House staff with group organization.
- Making sure that students do not touch artifacts unless the Museum Educator indicates that it is appropriate.

*\*Note: We cannot guarantee an allergy-free lunch space. If you have students with food allergies, please inform our staff and we will try to accommodate the student(s).*

## “Drop-in” Parents and Relatives

We find that some parents and relatives working in the neighborhood of the Old State House like to drop in to see their children during field trips. For the safety of your students, we do not allow friends or relatives to visit without proper pre-approval from the school. We encourage teachers to share this policy with parents on permission slips. If someone wishes to visit:

- Their name must be provided to the Old State House prior to your group’s arrival onsite, otherwise they will not be permitted to join the group.
- The lead teacher will be asked to identify the visitor at the Welcome Desk upon their arrival and decide if they are permitted to observe the group. If a drop-in visitor is not recognized by the lead teacher, they will not be permitted to join the group.
- Drop-in visitors may spend a few minutes observing the program and speak to their child only during transitions, and are asked not to interrupt the program itself.

## Parking Information – *Please share with your driver!*    **\*\*NEW as of December 2016\*\***

- School buses may park on the south side of the Old State House on Central Row (in the city bus lane)\*. We can provide parking for one (1) bus per 50 students. Additional buses may be asked to park offsite depending on other school reservations that day.
- Look for our sign that says “**BUS DROP OFF.**” Your group will be greeted by Old State House staff and students will enter through the southeast entrance.
- A member of our staff will provide a parking pass **in exchange for the bus driver’s license.** At the end of your visit, a staff member will retrieve the parking pass and return the driver’s license.



*\*Note: Parking on Central Row (pictured above) is not guaranteed, especially during snowy conditions or road construction. If parking on Central Row is not available, buses may drop off (and later pick up) students on Central Row. Buses can also park at the LAZ parking lot at 280 Market Street. There is a \$10 fee to park in the Market Street lot which can be paid at the pay station. Please park in the back of the lot (area best for buses) and display the pay station receipt on the dashboard.*

**Thank you for your help. We appreciate your cooperation and assistance in providing a safe and educational learning experience for your students. We look forward to your visit!**

## Other Hartford Attractions

Make your visit to Hartford an all-day affair! There are a number of other attractions located within easy walking distance of Connecticut's Old State House. Our staff is happy to provide maps and brochures about downtown Hartford and attractions in the surrounding area.

*Here are a few suggestions:*

### Within half a mile of the Old State House (5 minute walk)

#### **Connecticut Science Center**

250 Columbus Boulevard

<http://www.ctsciencecenter.org>

The Connecticut Science Center is located two blocks east from the Old State House plaza.

#### **\*Wadsworth Atheneum**

600 Main Street

<http://www.wadsworthatheneum.org/index.php>

The Wadsworth Atheneum is one block south of Connecticut's Old State House.

#### **State House Square Food Court**

30 State House Square

The State House Square Food Court is situated right next to the Old State House. There are numerous dining options, a convenience store, and several banks/ATMs inside.

**About a mile from Connecticut's Old State House (10-20 minute walk), these sites are located in close proximity to one another.**

#### **\*The State Capitol** (free admission)

210 Capitol Avenue

<http://www.cga.ct.gov/capitol tours/>

#### **\*Museum of Connecticut History** (free admission)

231 Capitol Avenue

<http://www.museumofcthistory.org/>

#### **Bushnell Park**

Located between Asylum and Capitol Avenues

<http://www.bushnellpark.org/>

*\*Please let us know if you would like us to help coordinate a visit to these sites for the day of your visit to Connecticut's Old State House.*

(Rev. March 2016)