



Chaperone Guide

Thank you for chaperoning a field trip to Cincinnati Museum Center (CMC). Your participation is critical to ensure that all students have a safe, educational and epic experience while at Union Terminal!

Please take a moment to **read** and **share** the following information.

Tips for Engaging with Students

CMC is a learning through play, hands-on environment. We invite everyone to have a fun, educational visit while being respectful and considerate of the exhibits and others.

Play it Safe

Always walk and use an inside voice. Enjoy equipment and exhibits in a safe way. Respect posted age limits, capacity limits, guardrails, and barriers. Listen to museum staff instructions.

Stay Together

Students must always remain with their assigned chaperone, regardless of students' age. Children wishing to shop at the museum gift shop need to be escorted by a chaperone.

Clean Up

Food and drink are prohibited in all exhibits, including the OMNIMAX® Theater. Please keep food and drink only in the permitted areas. Smoking is not permitted on Cincinnati Museum Center property.

Show Respect

Be respectful of staff, other guests, exhibits, each other, and yourselves. Chaperones – it's your job to ensure your students are being respectful during their visit!

Learn Through Play

Spark curiosity by asking questions, sharing facts, and helping with fun activities that get everyone learning and exploring.

Be Flexible and Adaptable

Some students may be more enthusiastic about certain exhibits than others. Be flexible in adapting to the pace of the group. If a student seems overwhelmed or disengaged, try offering a different perspective on what they're experiencing.

Make Connections

Help connect what students see in the museum to topics they've studied in class. Make the material relatable by linking it to students' personal experiences or current events.

Stay Positive

Keep the mood upbeat and help students feel engaged and excited, even when things don't go as planned!

Groups who do not follow behavior guidelines may be asked to leave and could have visiting privileges suspended.

Group Leader, have you shared your contact information with the chaperones?

Stay in touch throughout the day – whether it's for quick questions, last minute changes, or to communicate if anyone gets separated from the group.





Group Leader Pre-Visit Checklist



Get ready to have a blast at CMC! Follow these steps to make your group's visit smooth and stress-free!

Watch our welcome video here: [What to Know Before Your Group Visits Cincinnati Museum Center](#)

Before You Visit

Share the Plan: Hand out the schedule and chaperone guide to all chaperones. Keep everyone on track!

Double Check: Review your invoice and confirm the final headcount at least two weeks before your visit.

Chaperone Math: Make sure you've got the right ratio of chaperones to students:

- Pre-K – 1st grade: 1 chaperone for every 5 students
- 2nd – 8th grade: 1 chaperone for every 10 students
- 9th – 12th grade: 1 chaperone for every 15 students

Share Your Number: Give your phone number to all chaperones in case they need to reach you during the visit.

Group Parking

Bus Drop-Off: Buses unload right at the front doors. If your bus driver is sticking around, they can park in the South Parking Lot.

Chaperone Parking: Chaperones arriving separately can park in the North or South Lot for a \$6 fee. CMC members get free parking.

Check-In

Arrive Early: Aim to arrive 10-15 minutes early to avoid the rush. Running late? Give us a call so we're ready when you arrive.

Leader Check-In: The Group Leader heads to the box office to check in. You'll need:

- Exact student and chaperone headcount
- A form of payment

Store Your Stuff: Have students and chaperones load their personal belongings into the labeled bins. Let's keep it organized!

During the Visit

Stay Together: Ensure chaperones stay active and that students are always with their group and chaperone.

Follow the Plan: Stick to the schedule you received at check-in – we've mapped out a fun day!

Learn Through Play: Spark curiosity by asking questions, sharing facts, and helping with fun activities that get everyone learning and exploring.

Before You Leave

Check the Bins: Before you leave, make sure all your group's belongings are packed up and ready to go!

Share the Fun: As you head out, tell a CMC Team Member about your favorite part of the visit – we love hearing what you enjoyed!



In Case of Emergency

Chaperones are required to always stay with students, regardless of students' age. In case of an emergency, please contact CMC Public Safety at (513) 287-7048 or alert a CMC Team Member.

Automated External Defibrillator (AED) Locations:

- Public Safety Lobby
- The Children's Museum Lobby
- Library and Archives Mezzanine
- Tower A

Your safety and the safety of your students is our top priority. Stay alert, stay safe, and let us know if you need help!

Thank you for being an amazing chaperone!

With your help, we know your group will have a safe, educational and epic visit to Cincinnati Museum Center!

