

Arts and Humanities for Every Student (AHFES) Chaperone Guidelines

Thank you for agreeing to chaperone an AHFES visit to the National Museum of Women in the Arts (NMWA). We believe chaperones are the key to successful school field trips. Chaperones help orient students to an unfamiliar, albeit fun, place by modeling appropriate museum behavior and enforcing classroom rules and norms. Help us make your students' visit to the museum a positive, educational, and enjoyable experience. Please review the information below and discuss museum rules with your students before your visit.

Please note:

The museum's collection and special exhibitions include artwork expressing a range of subject matter, including the nude or partially nude human form. Please prepare students for the possibility of viewing these images before arriving at the museum. Our Education staff will be happy to answer questions or address concerns you may have about the works on view prior to your museum visit.

Before you arrive:

1. Review the pre-visit materials and lesson provided by the museum.
2. Respond to the pre-visit email sent by the museum. In your response, include:
 - **An accurate head count**
 - **The name and mobile phone number of at least one teacher attending the field trip.**
3. Make sure your group has an adequate number of chaperones.
 - One adult chaperone per 10 students is required; these chaperones are admitted free.
4. If you are coming with more than 20 students, pre-divide the group into two smaller, evenly divided touring groups.
5. Familiarize yourself and your students with the museum's mission:
The National Museum of Women in the Arts brings recognition to the achievements of women artists of all periods and nationalities by exhibiting, preserving, acquiring, and researching art by women and by teaching the public about their accomplishments.
6. Review the museum's rules with your students.
 - In a museum, I should:
 - Look closely,
 - Share my thoughts, questions, and ideas (Please raise your hand!),
 - Listen respectfully,
 - Keep my hands to myself, and
 - Follow the instructions of museum staff and my chaperones.
 - Have fun.
 - In a museum, I should not:
 - Touch artwork or lean against walls or pedestals,

- Wander away from my group,
 - Eat, drink, or chew gum,
 - Talk out of turn,
 - Sit, step, or lean on any platforms holding art,
 - Raise my voice, or
 - Run.
7. The museum will reimburse for bus transportation only if it is arranged through DC Arts and Humanities Education Collaborative (DCAHEC) and meets NMWA's criteria. Please review the attached policies and work directly with DC Arts and Humanities Education Collaborative staff to coordinate your transportation.
 8. Whenever possible, plan ahead to avoid bringing large items into the museum.

During your visit:

- Conduct a head count upon arrival.
- If your students have backpacks or bags bigger than 16 x 16 inches, encourage them to leave these items on the bus or at school. For more information, see our [bag policy](#).
- Check in at the Information Desk.
- After checking in, meet your tour guide at the Information Desk in the Great Hall.
- Keep in mind that to be a great chaperone, you don't need any special knowledge—just common sense and a willingness to jump in and get involved.
- Model appropriate museum behavior by following museum rules.
- Help our museum educators focus on teaching your students. They depend on and appreciate your ability to manage the class. Throughout your visit, please enforce the museum's rules and privately address misbehaving students.
- Put away and silence your electronic devices.
- Remember flash photography, tripods, selfie sticks, extension cords, or other special equipment is NOT permitted. Non-flash photography is only permitted of artwork in the museum's collection and select special exhibitions.
- Participate! We encourage all chaperones to participate in activities, answer questions posed by your guide, and ask questions.
- Conduct a head count upon departure.

Helpful Information:

- Nearby restaurants:
 - McDonald's—555 13th St., NW
 - Subway—1100 New York Ave., NW
 - [The Shops at National Place](#) food court—1331 Pennsylvania Ave., NW
 - Franklin Park (popular food truck and picnic location)—13th and I Sts., NW
- Buses can drop students and chaperones off at the main New York Ave., NW, entrance. Many companies know of bus parking available in the area. Options include lots near the National Mall or the surface lot at City Center (900 9th St., NW).

Thank you for helping to make your students' visit to NMWA a memorable one!

Policies for AHFES Tours

Bus Reimbursement

NMWA is committed to reimbursing DCAHEC for bus transportation for each AHFES-related field trip to the museum, under the following conditions:

- **The attending students are in 3rd, 4th, and/or 5th grade(s) only.** Grant funds covering the cost of transportation require that NMWA serve that grade range. Schools that bring students not in those grades on an AHFES tour will be expected to cover the cost of busing.
- **Washington Metropolitan Area Transit Authority transportation is not an option because the participating school is more than .3 mile from a Metro stop.**
 - If a participating school is within a .3 mile radius of a Metro stop but does not permit students to take public transportation AND wishes for NMWA to pay for its AHFES tour bus transportation, a school administrator must petition NMWA for dispensation via email to Adrienne L. Gayoso, Senior Educator, at agayoso@nmwa.org at least two months prior to the requested visit date.
- **The participating school does not cancel its visit to NMWA.** The museum does not accept financial responsibility for any transportation costs assessed by bus providers or the DCAHEC for school-initiated trip cancellations.

Tour Cancellation Policies

NMWA will make every effort to accommodate all scheduled AHFES tours. If, under extraordinary circumstances, the museum must cancel a scheduled AHFES tour 30 or fewer days prior to the visit, it will cover any costs associated with cancelling buses for that trip (if applicable) and will make a good faith effort to work with DCAHEC and the school's key communicator to reschedule.

NMWA reserves the right to refuse future service to any school that cancels its AHFES tour fewer than two weeks prior to its scheduled visit.

During inclement weather, the museum follows the federal government's closure mandates and is not financially responsible for cancelled buses or associated fees.