



Chaperones have an essential role during a field trip to make sure students stay safe, have fun and learn. Make that happen with this guide.

The Henry Ford's Expectations for Chaperones

- Remember that you are responsible for student behavior, and the whole field trip group will be asked to leave if students are unsupervised or act inappropriately.
- One adult chaperone is required for every 10 students. Your group may be refused entry if you don't meet that requirement.
- Please do not combine groups. It is difficult to see exhibit displays or enter the historic buildings in groups larger than 10.
- Stay with and supervise your students at all times. This applies to grades K-12. Do not allow students to run ahead or roam around without you.
- Be sure students are aware of The Henry Ford's expectations for their behavior.
- Refrain from using your cellphone during your visit. But remember to leave your cellphone on in case the teacher needs to reach you!
- Count your students regularly.
- Know your students' names, and be sure they know your name.
- In case of emergency, including injury, illness or lost child, contact any employee of The Henry Ford.

Tips for Navigating The Henry Ford

- To receive the \$8 school rate, your admission must be paid by the teacher as part of the school reservation. Any adults not paid for by a teacher as an addition to the school's reservation will be charged the regular daily admission fee—no exceptions.
- The teacher may need you to help transport students' lunches during the day. Bringing a backpack is suggested.
- Maps are available at entrances to each venue. If you are accessing this document on a computer, [click here](#) for maps of the venues. If you are on a mobile device, [click here](#) for maps.
- Group visits to The Henry Ford are not guided tours, but you will meet many staff along the way. They will share information and answer any questions.
- Please confirm with the teacher before allowing students to spend money at the gift shops, restaurants/concessions, rides or hands-on activities.
- Refer to the map you receive at the entrance for time required for programs, hands-on activities and rides.



Teacher's Name: _____

Teacher's Cellphone Number: _____

School Name: _____

School Phone Number: _____

Venue(s) we are visiting (circle):

Henry Ford Museum* Greenfield Village* Ford Rouge Factory Tour IMAX® Theatre

Lunch Time: _____

Lunch Location: _____

Departure Time: _____

Departure Meeting Area: _____

Students in my group:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

What to learn, see and do, including activities, programs, exhibits, etc., and time, if applicable:

Is gift shop allowed/when: _____

Tips for Being a Great Chaperone

- Keep track of time and follow time instructions.
- Support the teacher's academic goals by taking students to the exhibits, programs and activities planned by the teacher, and helping students complete any other tasks given.
- Your job is not to be an expert, but to help students learn for themselves. The suggestions and questions below will prompt them to be active learners.
- Also, resist the temptation to supply students with answers; remember, the person who does the work does the learning.
- Kids are generally excited to be out of the classroom and probably have a lot of energy. Do not be discouraged if they seem rambunctious. Channel their energy with the following suggestions. And remember, people learn best while they are also having fun!

Encourage Students To:

- Explore. They can help decide what to see and when.
- Talk and share discoveries with each other.
- Read signs out loud or read to them.
- Participate in hands-on activities.
- Identify the exhibit or historic building's main message — each exhibit/historic building tells a story!
- Ask questions of the staff stationed throughout The Henry Ford.

Ask Students:

- What do you see (hear, feel, etc.)?
- Does anything here surprise you?
What do you think about ...? Why?
- Have you seen something like this before?
How is this alike or different?
- What do you think this was used for?
What would it be like to ...?
- What questions do you think of when looking at this?
(Write down their questions to share with the teacher.)

The Henry Ford's Expectations for Students

- Remember that you represent your school and community. You and your group may be asked to leave if you do not follow these expectations.
- While you are here, treat The Henry Ford as your classroom. Treat your chaperone as your teacher. All the usual school rules still apply: Be respectful of other visitors and staff. Do not yell or run. Pick up after yourself.
- Know who your chaperone is, and stay with him/her at all times. Do not run ahead or roam around without him/her. If separated, contact any staff person from The Henry Ford. Staff wear badges with their pictures and names.
- Please do not touch artifacts unless signs or The Henry Ford's staff tell you it is OK.
- Ropes, fences and barriers protect our artifacts from damage and keep you safe. Do not cross barriers or climb on them.
- No food or beverages are allowed in museum exhibits, historic buildings or on rides.



Navigating Greenfield Village

- Restrooms are located:
Inside Village: Liberty Craftworks, Railroad Junction, Edison at Work districts, and A Taste of History® restaurant,
Outside Village: In back of Greenfield Village Ticket Building in the Josephine Ford Plaza.
- If your group has Ride Pass tickets, they must be redeemed for wristbands. This can be done at the entrance ticket booth's PAID window. However, you may prefer to redeem the Ride Pass tickets at any of the ride stations inside the village.

Special Expectations for Students

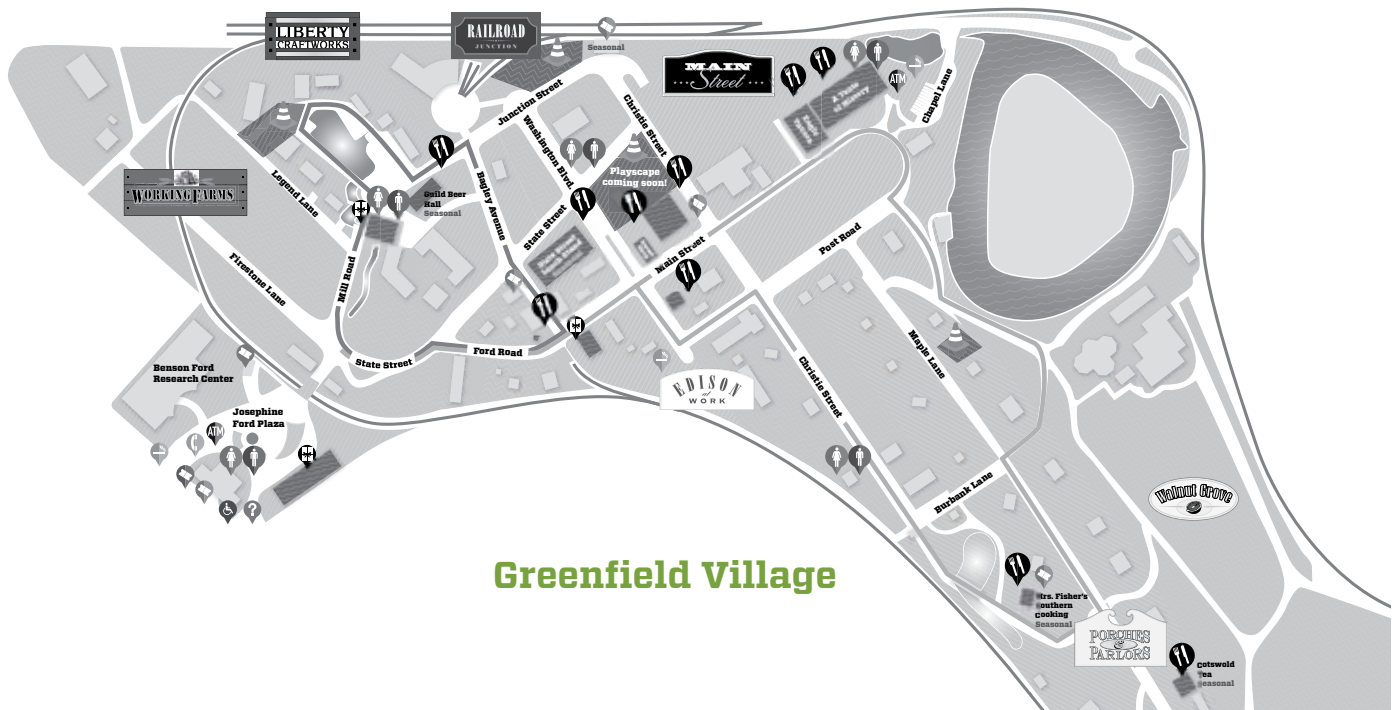
- For your safety, stay off the railroad tracks, and do not walk in front of moving vehicles.
- Keep the animals safe and healthy. Do not feed, pet or bother them.
- For the safety of you and our trees, do not climb the trees.

Lunch Areas

- If the teacher has not designated a specific lunch area, you may picnic anywhere in Greenfield Village. State Street Lunch Stand has ample sheltered seating.
- If the teacher is permitting purchase of lunch or snacks, visit the State Street Lunch Stand, Sir John Bennett Sweet Shop, A Taste of History or Frozen Custard. (Hours vary seasonally.)

Quiet Areas

- If you need a quiet area for a discussion or to calm your group, use one of the many open, outdoor spaces around Greenfield Village.
- The most congested areas tend to be Firestone Farm, Ford Road and Main Street.



Greenfield Village



Navigating Henry Ford Museum

- Restrooms are located:
Inside Museum: Along the front wall of the museum, next to the Silver & Pewter aisle next to the Clockwork aisle, and down the Jewelry aisle.
Outside Museum: In IMAX® lobby and Michigan Café® lobby.

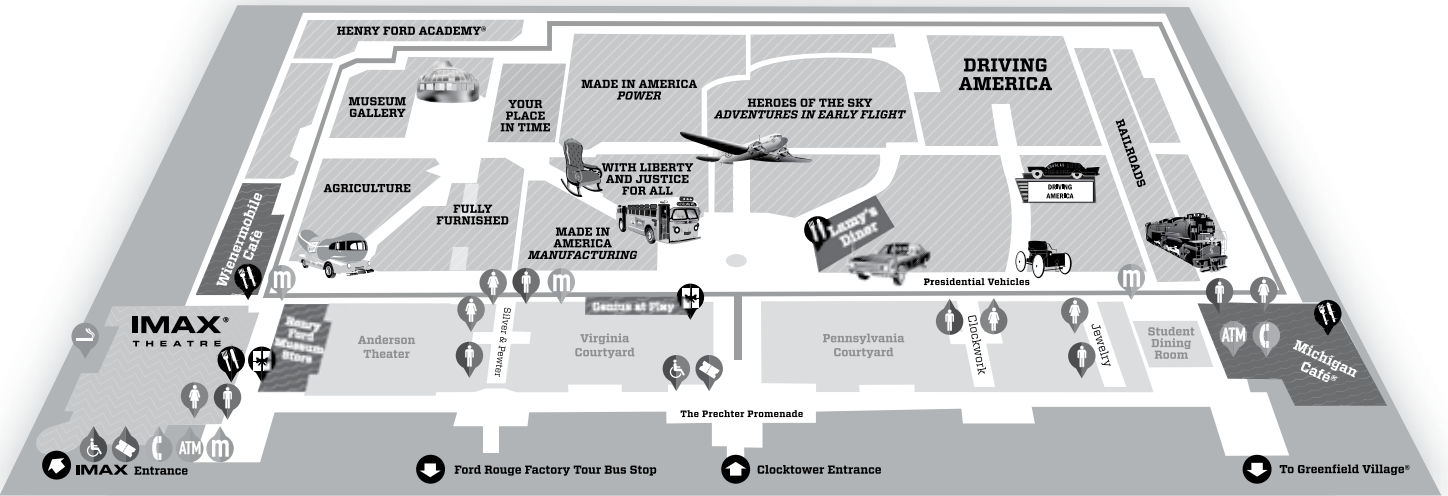
Lunch Areas

- Many groups use the lunchroom near the Michigan Café. It requires a reservation; the teacher will have booked the space if your group plans to dine there.
- Lunch tables near the Wienermobile Café are first-come, first-served.
- If the teacher is permitting purchase of lunch or snacks, visit the Wienermobile Café or Michigan Café.

Quiet Areas

If you need a quiet area for a discussion or to calm your group, use one of the following areas:

- Front wall of museum, between Wienermobile and Fully Furnished exhibit.
- Front of museum, in the corner near the Allegheny Locomotive.
- Side wall of museum, behind the Allegheny.
- Back wall of museum, behind the Railroads and Driving America exhibits.
- Back wall of museum, behind the Made in America Power exhibit.



Henry Ford Museum

Navigating the Ford Rouge Factory Tour

- If you are using the Ford Rouge Factory Tour shuttle buses, please bear in mind that buses have limited capacity and run every 20 minutes. If your field trip group exceeds the capacity of one shuttle bus, some chaperones and their students will need to wait for the next shuttle.
- Theaters run in sequence beginning with Theater 1, Legacy Theater. Theaters have limited capacity—first-come first-served. Shows begin every 20 minutes.
- Restrooms are located on map.

Special Expectations for Students

- This is a working truck plant, so it is critical that chaperones actively supervise students.
- No shouting, waving or other distractions are allowed in the plant. Do not drop items from the balcony walkway in the Assembly Plant.
- Photography, cellphone use, food and beverages are also prohibited inside the theaters and plant.

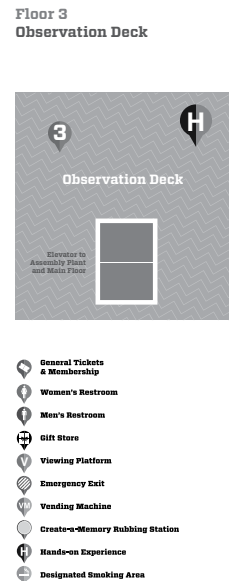
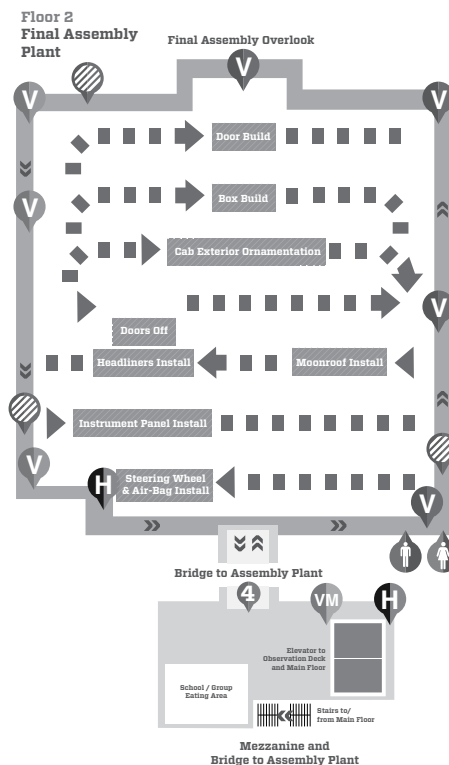
Lunch Areas

- There is one lunch area at the Ford Rouge Factory Tour. It requires an advance reservation; the teacher will have booked the space if your group plans to dine there.
- Bring your own lunch; there are limited beverage and snack vending machines at the Rouge.

Quiet Areas

If you need a quiet area for a discussion or to calm your group, use one of the following areas:

- Floor 1: Lobby or Legacy Gallery.
- Floor 2: Mezzanine before entering Assembly Plant or small conference room at end of first Assembly Plant Walkway near windshield install.
- The loudest area tends to be Floor 2 inside the Final Assembly Plant.
- The Floor 1 Art of Manufacturing Theater is a multimedia, multisensory experience that may be overwhelming to some individuals with medical conditions or special needs.





Navigating the IMAX® Theatre

Restrooms are located:

- In IMAX lobby.
- On second level (theater exit) to your right.

Lunch Areas

- Many groups use the lunchroom near the Michigan Café. It requires a reservation; the teacher will have booked the space if your group plans to dine there.
- If the teacher is permitting purchase of lunch or snacks, visit the IMAX® Concession Stand or Michigan Café.

Quiet Areas

If you need a quiet area for a discussion or to calm your group, use the second level (theater exit) to your right.

