

GUIDE TO SCHEDULING SCHOOL TOURS

Booking a Flagler Museum School Tour is easy. Please contact the Reservation Coordinator at: (561) 655-2833 X27 and have the following information available:

- Preferred date and time of School Tour (Please note that Flagler Museum School Tours are available from September through May, Tuesday - Friday, at either 9:30 a.m. or 10:00 a.m.)
- Number of students and chaperones attending.
- Method of transportation (bus or cars).

Once the date and time have been confirmed with the Reservation Coordinator, a School Tour Packet will be mailed that includes:

- A School Tour Confirmation Form.
- School Tour Guidelines.
- Name-tags for all students and chaperones.
- *Flagler's Florida* Teacher's Guide which provides lesson plans for both pre and post-visit classroom curriculum.

After you receive the packet, please:

- Review the forms.
- Sign the forms where indicated.
- Make copies for your records.
- Mail forms back to the Museum no later than two weeks prior to your arrival.

In order to make your visit safe and enjoyable, on the date of your scheduled tour:

- Please have the bus pull up to the Museum's front gate.
- **Before unloading students**, have one teacher meet the Reservation Coordinator to check-in the group at the Admissions Kiosk located at the Museum's entrance.
- The Reservation Coordinator will verify the exact number of students, chaperones, and drivers attending the School Tour.
- **Please note** that admission fees for School Tours are underwritten by the Museum Members and Contributors. For every ten students, one chaperone is admitted free. The Reservation Coordinator will collect the Museum's Adult Admission rate of \$15.00 for all extra chaperones.
- After the Reservation Coordinator has confirmed the group count, teachers and chaperones may guide their students off the bus to the front gate where Docents will begin the School Tour.
- School buses may park and wait for the School Tour in the designated parking spaces along the center median of the Museum's visitor parking lot.

Flagler Museum P.O. Box 969 Palm Beach, FL 33480
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