

GUIDE TO SCHEDULING FLAGLER MUSEUM SCHOOL TOURS

Booking a Flagler Museum School Tour is easy. Please contact the Group Tour Coordinator at (561) 655-2833 ext. 27 and have the following information available:

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

Once the date and time have been confirmed with the Group Tour Coordinator, a School Tour packet will be mailed to the contact name and address provided. The packet includes:

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

After you receive the packet, please:

- Carefully review the forms for accuracy
- Sign the forms where indicated (required)
- Make copies for your records
- Mail or fax signed forms back to the Museum no later than two weeks prior to your tour.

In order to make your visit safe and enjoyable, upon arrival:

- Please have the bus pull up to the Museum's front gate
- Before unloading students, have one teacher meet the Group Tour Coordinator to check-in the group at the Admission Kiosk located at the Museum entrance
- The Group Tour Coordinator will verify the exact number of students, chaperons, and drivers attending the School Tour
- **Please note** that admission fees for School Tours are underwritten by Museum Members and contributors. For every ten students, one chaperon is admitted free. Chaperons exceeding this ratio will be required to pay the General Admission rate of \$18.00
- After the Reservation Coordinator has confirmed the group count, teachers and chaperons 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
One Whitehall Way
Palm Beach, FL 33480

(561) 655-2833

www.FlaglerMuseum.us

e-mail: group tour coordinator@flaglermuseum.us