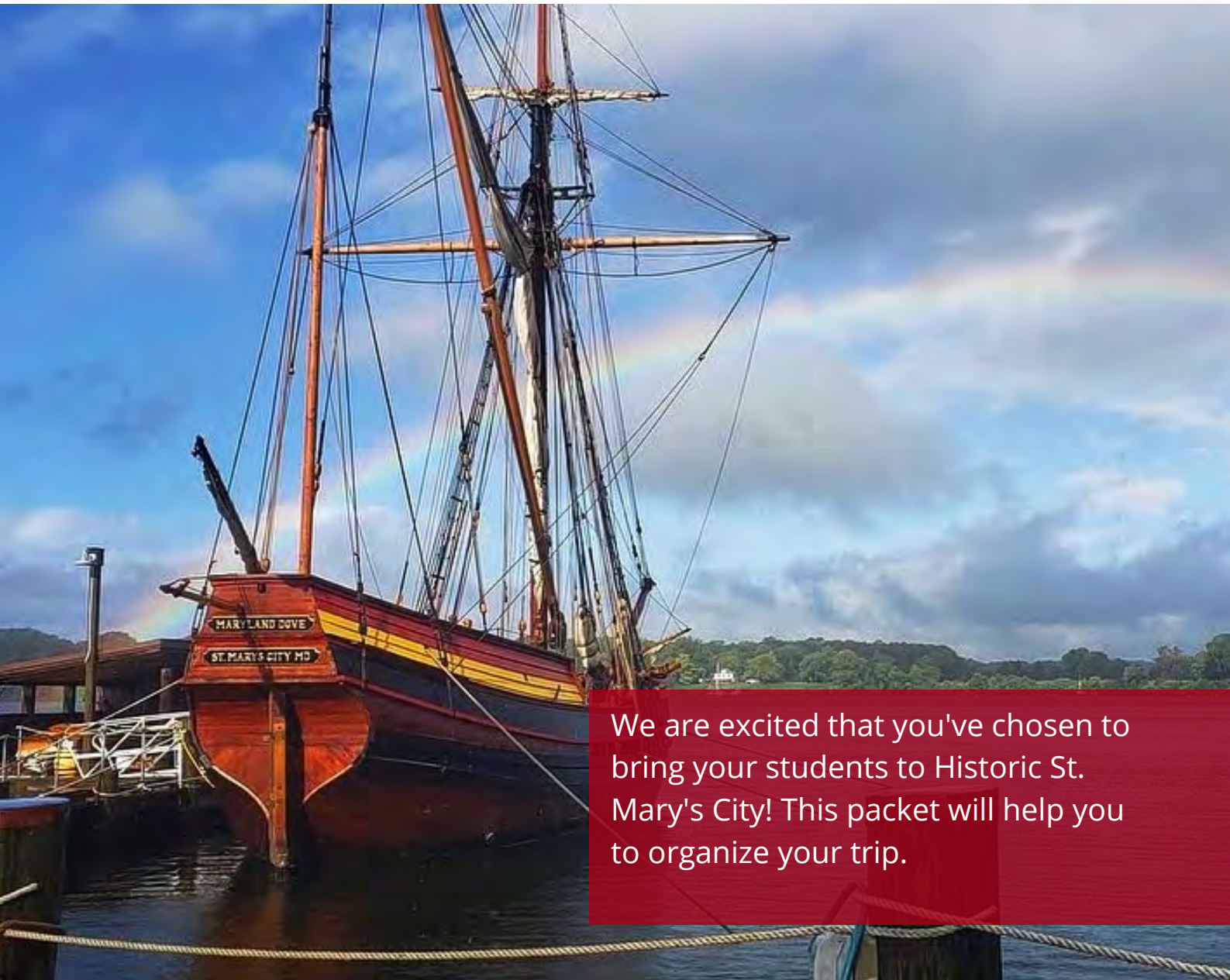


# HISTORIC ST. MARY'S CITY

## FIELD TRIP PLANNER



We are excited that you've chosen to bring your students to Historic St. Mary's City! This packet will help you to organize your trip.

### PHYSICAL ADDRESS

Visitor Center  
18751 Hogaboom Lane  
St. Mary's City, MD 20686

### CONTACT INFORMATION

**Marlee Putnam**, Public Programs Coordinator  
**Phone:** 301-994-4372 (Direct)  
**Email:** [marlee.putnam@maryland.gov](mailto:marlee.putnam@maryland.gov)

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Use the Field Trip planner as your guide for pricing and payment information, what to expect on the day of your tour, and more. If you have any questions, please contact [HSMCC.groups@maryland.gov](mailto:HSMCC.groups@maryland.gov) or call 301-994-4371/4372 Monday through Friday, 9 a.m.—5 p.m.

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# 1

# Reservations

## MAKING YOUR RESERVATION REQUEST

Tours are scheduled on a first-come, first-served basis, so it is recommended that tours be scheduled at least four weeks in advance. Be aware that Thursdays and Fridays fill quickly. Our online reservation request form allows you to choose 3 possible dates. Once our reservation request has been made, you will receive an email confirming the details of your field trip.

## PAYMENT

We do not require deposits to reserve a field trip. Payment is required in full on the date of your tour, unless prior arrangements have been made. Please purchase admission for your entire group, adults included, with one payment. We accept cash, check, and credit card (Discover, MasterCard, or Visa). Checks should be made payable to "Historic St. Mary's City." An accurate count of participants is required upon check-in. There is a \$20.00 minimum refund.

## CANCELLATION & CHANGES

To cancel or make changes to your reservation, call 240-895-4979/80. In the event a refund is needed, Historic St. Mary's City will only issue refunds of \$20.00 or more.

## SCHOOL ADMISSION RATES

**Guided Tour . . . . . \$7 /student**  
(April-June)                      \*Title 1 \$6

**Guided Tour . . . . . \$6 /student**  
(Fall, March)                      \*Title 1 \$5

**Self-Guided Tour . . . \$5.50/student**

Every 10 students allow 1 **adult (teacher/chaperone)** to receive **free** admission. Additional adults are **\$10 each**. Bus drivers and student aides also receive **free** admission.

There is a minimum of 15 students for a guided tour, and a minimum of 10 students for a self-guided tour.

# 2

## General information

### CAPACITY

There is a minimum of 15 students for a guided tour, and a minimum of 10 students for a self-guided tour.

We will try to have your classes all travel together, but have a maximum capacity of 6 classes at a site at one time. We may require for schools to split into smaller groups while visiting the museum. Scheduling may have multiple schools visiting sites at the same time.

Groups much larger than 30 students may need to be divided into two separate groups, as there is limited space in some of our buildings.

### STATE STANDARDS

Each tour is designed to meet Maryland curriculum. Please see details on specific tours for more information.

### TOUR OPTIONS

Historic St. Mary's City has guided tours designed for students of every grade.

Please see our catalog of tour options for a full listing.



# 3

## Preparing for your day

### PRE-VISIT ACTIVITIES

Teachers can help their students to prepare for their trip to Historic St. Mary's City by visiting our website, or requesting further information by contacting [Groups@digshistory.org](mailto:Groups@digshistory.org).

### PREPARING FOR WEATHER

Students will be spending most of their day outdoors. Please check the weather and remind parents and students to dress appropriately. Tours proceed rain or shine. Please be aware, extreme weather conditions may necessitate the closing of the *Maryland Dove*.

### VEHICLE USE

Your vehicles will be needed through the day to transport your group between historical sites. If you are contracting with bus companies, it is important that your drivers understand this necessity.

### ACCESSIBILITY

The majority of the sites at Historic St. Mary's City are wheelchair and stroller accessible. Visitors with differing abilities may have difficulty boarding the *Maryland Dove*, entering the main house at the Godiah Spray Tobacco Plantation, and accessing the second floor of the State House. In these circumstances, print text and images will be provided.

Historic St. Mary's City offers a **social narrative** of our tour to be sent prior to a school's arrival to help ease the experience. Contact 240-895-4979 for more information.

### SHOPPING

School groups are welcome to visit the gift shop after their tour is concluded. We also offer pre-ordered **goody bags** to be delivered in hand upon your arrival.

# 4

## Lunch

### WHERE TO EAT

Due to time constraints, tour groups are expected to bring a bagged lunch (or in a re-useable container).

Light snacks are available for sale on one side of the museum, however we cannot guarantee you will be scheduled nearby during your lunch time.

### SEATING

Historic St. Mary's City (HSMC) has a number of picnic tables available for tour groups.

- In order to accommodate all visitors during lunch, we request that you keep your group together while eating.
- Picnic tables are outdoors, with a small number of tables under a shelter.
  - In some circumstances, groups may be asked to eat on their bus.

HSMC will make every effort to schedule lunches close to noon.

- Schools will be notified beforehand if they are scheduled for a later lunch.

### CLEAN UP

- HSMC is a trash free museum.
- Please bring trash bags with you.
- Students are recommended to bring re-useable containers.
- Be prepared to pack out any trash your group brings.
  - Be sure to advise your bus driver of this policy prior to the day.



### USE YOUR TIME WISELY

Lunch time is limited.

- Have students use the restroom so that everyone is prepared, once lunch is over, to continue on with the tour.

# 5

## What to Expect

### WHEN YOU ARRIVE

Please arrive around 15 minutes before your scheduled tour time so your students can use the restroom before the tour begins.

Upon your arrival, you will be met by your guides. The lead guide will instruct you where to check-in, and will walk you through the day's schedule.

### DELAYED ARRIVAL?

If you are anticipating a late arrival, please call 240-895-4979. **Delays of 20 minutes or more may result in a shortened tour.**

### CHECK-IN

Please print the **Arrival Form** attached to your confirmation email from the Public Programs Office. Have this form filled out and bring it with you upon checking-in at the Visitor Center. If you do not have this form, another one will be provided upon your arrival.



### BUSES & PARKING

Your guides will instruct bus drivers where to go throughout the day and where to park. Vehicles will be needed throughout the entire day to move groups between our living history sites.

# 6

## Museum Map

### LIVING HISTORY SITES

Woodland Indian Hamlet  
(1634)

Godiah Spray Tobacco  
Plantation (1667)

Town Center (1660s-1680s)

Waterfront (1680s-1690s)

### ADDITIONAL SITES

Reconstructed Brick Chapel  
of 1667

Reconstructed State House  
of 1676

St. John's Site Museum





# 7

## Ordering Goody Bags

### **\$4 BAG**

- 1 Pencil
- 1 Postcard
- 1 Reed Flute
- 1 Replica Coin

### **\$6 BAG**

- 1 Pencil
- 1 Postcard
- 1 Feather Quill with Ink Crystals



Please order goody bags **at least one week in advance** of your visit.  
Bags will be ready when you arrive at HSMC.  
Payment is due upon pickup.

If you would like to place a goody bag order,  
**call: 301-994-4385 or**  
**email: [ginger.newman-askew@maryland.gov](mailto:ginger.newman-askew@maryland.gov)**

# 8

## Museum Etiquette

- Chaperones and teachers are expected to be responsible for the students and their behavior throughout their visit to Historic St. Mary's City.
- Help us teach students to be kind to animals by not allowing behaviors such as feeding, chasing, or yelling at our heritage breed farm animals.
- The natural environment is part of our historic site. Please ensure groups do not remove plants, rocks, or other items found on the ground.
- Fences are a large part of our scenery, but are not safe for climbing, leaning, or sitting.
- Food, candy, gum or soft drinks are permitted only in the designated picnic areas during scheduled lunch times. Students are encouraged to carry a water bottle.
- Smoking and/or vaping is prohibited on museum property.
- Please keep your cell phone off or in silent mode during the tour. If it is imperative to take a phone call, please be considerate and step away from the group.



**THANK YOU!**

# 9

## Chaperone Letter

Dear Chaperone:

Thank you for chaperoning a field trip to Historic St. Mary's City! You are helping fill an important role on a day that will be filled with learning (and fun!) in an outdoor setting. Historic St. Mary's City recommends you dress for the weather and wear comfortable shoes - you will be walking roughly three miles on your tour. The tour will be rain or shine. We need to help to ensure students are acting in a respectful and safe manner during your visit. To keep the day running smoothly, we expect you to be responsible for your students and their behavior. It is MANDATORY that you remain with your students at all times during your visit. This applies to all grades, including high school.

- Help us teach students to be kind to animals by not allowing behaviors such as feeding, chasing, or yelling at our heritage breed farm animals.
- Help students learn the importance of respecting property and keep it clean by helping clean up after lunch.
- Remind students not to bring food, candy, gum, or soft drinks on to the sites. Ensure that students (or adults) do not take anything from the sites and paths including man-made (broken pottery, glass, etc.) or natural materials such as plants, rocks, sticks, shells, etc.
- Limit cell phone use by either turning off your ringer, or putting your phone on vibrate. If you must take a call, please step to the side so as not to disturb the group.
- Students will be allowed to touch some objects at the interpretive areas. Your guide will direct the group to those items which can be handled and identify those that cannot.
- Please do not smoke or vape on museum property.

Again, thank you for being a chaperone. We look forward to sharing our museum with you!

# 1

## Security Letter

Dear Teacher:

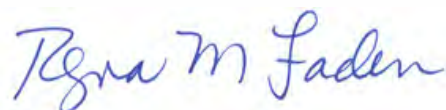
We are pleased that you have scheduled a field trip to Historic St. Mary's City. We look forward to providing a unique educational experience for your students.

Historic St. Mary's City (HSMC) is committed to the safety and security of all visitors to the museum, especially our school tours. In the event of a regional or national emergency during times of school visitation, HSMC will make every effort to ensure the safety of students, chaperones, and school personnel. HSMC will call on the resources of St. Mary's County, the State, and our neighboring institution, St. Mary's College of Maryland, to adequately meet the challenges of an emergency. No school group will be left without assistance in a crisis.

In an emergency that affects our visitors, HSMC Administration will coordinate the assignment of tasks and all communications. The Administration will coordinate with St. Mary's College and the St. Mary's County Emergency Management Agency, and will assure compliance with any state or federal directives that apply to the emergency. In the event that temporary shelter is necessary, the Red Cross of St. Mary's County will be notified and will be responsible for making the arrangements.

HSMC will establish a Situation Office in our Administration Building to deal with any emergencies. If we can provide further information or answer questions you might have, please feel free to contact our Public Programs office at 240-895-4979.

Sincerely,



Regina M. Faden  
Executive Director

# 11

## Imminent Danger Policies

The following policies are intended for museum guides and on-site staff, and are meant to inform schools of the procedures in place should an event occur. Imminent Danger emergencies indicate an immediate threat of harm or danger to staff and visitors. Imminent danger situations may include the following but are not limited to:

- Gunman in the vicinity.
- Bomb threat or confirmation of a bomb.
- Sudden severe weather.

Once a case of imminent danger is reported to the proper authorities, a siren will sound at the College alerting all in the area, including HSMC staff, to the situation.

In cases of imminent danger or any other emergency, the site supervisor or assistant site supervisor is the person-in-charge and should take control of the site and all staff and visitors within that site. Immediate decisions about safety and procedures will be made by the person-in-charge until instructed to do otherwise by museum administration or the authorities.

# Imminent Danger Policies

## Imminent danger when your school group is on site:

- Stay calm and do your best. Remember, the first concern is the safety and well-being of staff and visitors.
- Ask everyone to remain calm and in their current location (possibly taking cover in the nearest building). If the danger occurs on-site notify the site supervisor or assistant site supervisor, if they are unaware of the situation.
- The person-in-charge will notify the authorities of the situation by calling 911, x4911, and if time, the Visitor Center (x4981 or x4990). The VC staff will activate the phone tree to alert the rest of the staff. Once it is safe to do so, the Education Staff will notify the schools of the situation.
- Once the siren sounds, the person-in-charge will assign someone to remain near the phone to await further instructions (if needed).
- As quickly as possible and if safe to do so, get a head count of the number of people in your school group.
- Keep yourself, students and chaperones on site, out of sight and seated in the nearest building/shelter as much as possible until the all clear has been given. Encourage chaperones to remain in place until safety has been assured.
- If evacuation orders have been given by the authorities or museum administration, or if evacuation is required due to some other imminent threat, proceed in an orderly fashion as quickly as possible to an area away from the danger. This location may be one of the following:
  - Town Center: (inside buildings, Farthings, daffodil gulch)
  - Plantation: (inside buildings)
  - Woodland Indian Hamlet: (inside buildings, Hammett House, Visitor Center auditorium)
  - Waterfront: (State House, Farthings, building at the college)
  - Buses
- A decision may be made by the authorities or museum administration whether to evacuate/close the museum and whether to proceed with school tours. Follow instructions in a calm and orderly manner.
- If teachers decide to leave with their students, consult with those teachers, the site supervisor and, if possible, museum administration and education staff to determine how safe it will be for them to depart the site.

# Imminent Danger Policies

## Sudden Severe Weather On Site

Sudden severe weather that pose an imminent threat include but are not limited to: tornados, lightning storms, etc.

- Person-in-charge at each site area will:
  - Call Public Safety (x4911) and alert them to the imminent weather situation. They should sound the alarm with accompanying instructions (?) OR
  - Call the VC (x4990/x4981) and alert them to the imminent weather situation. The VC staff will activate the phone tree to alert the rest of the staff. The Education Staff will notify the schools of the situation.
- Stay calm and do your best. Remember, the first concern is the safety and well-being of staff and visitors.
- Once the alarm (and possibly accompanying instructions) is given, the person-in-charge will take control of the site.
- Staff and visitors may need to immediately seek shelter.
- Assist students and chaperones seeking shelter in the nearest location. Once in place and only if safe to do so, work as quickly as you can to get a head count of the number of people in your school group.
- As much as possible, keep staff and visitors in the nearest shelter until you receive the all clear or further instructions.
  - If further evacuation is required or ordered by the authorities or museum administration, proceed as quickly as possible in an orderly fashion to the designated

### Safe places for each site:

- Town Center: (inside buildings, Farthings, daffodil gulch)
  - Plantation: (inside buildings)
  - Woodland Indian Hamlet: (inside buildings, Hammett House, Visitor Center auditorium)
  - Waterfront: (State House, Farthings)
  - Buses
- 
- A decision may be made by the authorities or museum administration whether to evacuate/close the museum and whether to proceed with school tours. Follow instructions in a calm and orderly manner.
  - If teachers decide to leave with their students, consult with those teachers, the site supervisor and, if possible, museum administration and education staff to determine how safe it will be for them to depart the site.

# Imminent Danger Policies

## Imminent danger when your school group is between locations (you hear the siren):

- Stay calm and do your best. Remember, the first concern is the safety and well-being of staff and visitors.
- The lead museum guide is the person-in-charge.
- The person-in-charge will call the education staff (x4980/x4979). When it is safe to do so, the education staff will notify the schools of the situation.
- The person-in-charge will assign someone use their phone to await further instructions (if needed).
- As quickly as possible and if safe to do so, get a head count of the number of people in your school group.
- Ask everyone to remain calm and seated on the bus. Continue on to your next stop, unless you know that doing so will bring you closer to the threat. If it is safe to do so, stay in place on the bus. If evacuation is required or ordered by the authorities or museum administration, proceed as quickly as possible in an orderly fashion to the designated safe places for each site.
  - Safe places:
    - Town Center: (inside buildings, Farthings, daffodil gulch)
    - Plantation: (inside buildings, Strick's)
    - Woodland Indian Hamlet: (inside buildings, HH, VC auditorium)
    - Waterfront: (State House, Farthings, building at the college)
- As much as possible, keep staff and visitors in the nearest shelter until you receive the all clear or further instructions.
- A decision may be made by the authorities or museum administration whether to evacuate/close the museum and whether to proceed with school tours. Follow instructions in a calm and orderly manner.