


HISTORIC 
ST. MARY'S CITY


Field Trip **PLANNER**

Public Programs Office

 hsmcc.groups@maryland.gov

 301-994-4371 / 4372





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.

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 or call 301-994-4372 Monday - Friday, 9 a.m. to 4 p.m.

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EDUCATIONAL TOUR RATES

Guided Tour \$7.00/student
(April-June) *Title 1 \$6.00

Guided Tour \$6.00/student
(Fall, March) *Title 1 \$5.00

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

**Every 10 students allows 1 adult
(teacher/chaperone) to receive free
admission. Additional adults are \$10.00
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.**

RESERVATIONS

Group tours can be reserved through either a phone call or email to HSMC Public Programs office.

Tours are scheduled on a first-come, first-served basis. It is recommended tours be scheduled at least four weeks in advance.

RESERVATION REQUEST

TOUR REQUEST FORMS CAN BE FOUND ONLINE

www.hsmcdigshistory.org/the-experience/plan-a-tour/

CALL TO RESERVE

TOURS MAY BE SCHEDULED BY CALLING THE PUBLIC PROGRAMS OFFICE

301-994-4371 / 4372

DOWNLOAD THE FORM

Our reservation request form allows you to choose 3 possible dates.

Fill out the form and email to hsmcc.groups@maryland.gov

CONFIRMATION

You will receive an email confirming dates and details.

PAYMENT

You will need to make a full payment when you check-in.

HSMC accepts cash, credit card, and check. Please make checks payable to *Historic St. Mary's City*.

CANCELLATIONS OR CHANGES

To cancel or make changes to your reservation, call 301-994-4371 / 4372.

Historic St. Mary's City will only issue refunds of \$20 or more.

GENERAL INFORMATION

CAPACITY

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 schools to split into smaller groups while visiting the museum. Scheduling may have multiple schools visiting sites at the same time.

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



PREPARING FOR YOUR DAY

PRE-VISIT ACTIVITIES

Teachers can help their students prepare for their trip to Historic St. Mary's City by visiting our website or requesting further information by contacting hsmcc.groups@maryland.gov.



PREPARING FOR WEATHER

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



VEHICLE USE

Your vehicles will be needed throughout 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

Most of the sites at Historic St. Mary's City are accessible for both wheelchairs and strollers. However, visitors with varying abilities may encounter challenges when trying to enter the main house at the Godiah Spray Tobacco Plantation and accessing the second floor of the State House. In such cases, printed text and images will be available. The main deck of the *Maryland Dove* is wheelchair accessible.

To enhance the experience, Historic St. Mary's City provides a social narrative of the tour that can be sent to schools prior to their visit. For further details, please call 301-994-4371 or 301-994-4372.

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.

LUNCH

WHERE TO EAT

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



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.



WHAT TO EXPECT

WHEN YOU ARRIVE

We kindly ask that you arrive approximately 15 minutes prior to your scheduled tour time, allowing your students to use the restroom before the tour starts.

When you arrive, your guides will be there to greet you. The lead guide will direct you to the check-in area and outline the schedule for the day.

DELAYED ARRIVAL

If you are anticipating a late arrival, please call 301-994-4372. **Delays of 20 minutes or more may result in a shortened tour.**

CHECK-IN

Make sure to print the Arrival Form included in your confirmation email from the Public Programs Office. Please complete this form and bring it with you when checking in at the Visitor Center. If you do not have the form, a new one will be available for you upon your arrival.



BUSES & PARKING

Your guides will provide directions to bus drivers regarding their routes and parking for the day. Vehicles will be required throughout the entire day to transport groups between our living history exhibit areas.

MUSEUM MAP

LIVING HISTORY EXHIBITS

Woodland Indian Hamlet

Tobacco Plantation

Town Center

Waterfront

ADDITIONAL EXHIBITS

Brick Chapel

State House

St. John's Site Museum

Struggle for Freedom Exhibit

Field Trip Guide
Historic St. Mary's City



GOODY BAGS

Teachers: Following this page is an order form flyer for you to copy and send home with your students. After collecting the completed flyers, please fill out the form below and email hsmcc.groups@maryland.gov to submit your order. Don't forget to bring a copy of the completed form for confirmation when you arrive at the Visitor Center. Your goody bags will be prepared and ready for you.

Payment (one check to HSMC) is due upon pick up. We ask that this check be separate from your check for admissions. We also accept payment by credit card when you check-in for your tour.

If you have any questions, contact Emma Bourne at Emma.Bourne@maryland.gov

***Please place your order at least 7 days before your arrival at HSMC.**

Goody bag options*

\$5.00 BAG

1 Pencil

1 Maryland Dove keychain

1 Postcard

\$7.00 BAG

1 Pencil

1 Postcard

1 Feather quill with ink

1 Reed flute

*Substitution with comparable merchandise may happen at the discretion of the management depending on product availability at the time of your order.

GOODY BAG

Order Form

Historic St. Mary's City

School

Teacher

Student name _____

Field trip date _____

GOODY BAG OPTIONS*

\$5.00 BAG

INCLUDES

1 Pencil

1 Postcard

1 Maryland Dove keychain

\$7.00 BAG

INCLUDES

1 Pencil

1 Postcard

1 Feather quill with ink

1 Reed flute

*Substitution with comparable merchandise may happen at the discretion of the management depending on product availability at the time of your order.

\$5.00 BAGS _____ X 5 = _____

\$ 7.00 BAGS _____ X 7 = _____

TOTAL _____

MUSEUM ETIQUETTE

- Chaperones and teachers are expected to take responsibility for the students and their conduct during their visit to Historic St. Mary's City.
- Assist us in teaching students to show kindness to animals by prohibiting actions such as feeding, chasing, or yelling at our heritage breed farm animals.
- The natural environment is an integral part of our historic site. Please make sure that groups do not remove plants, rocks, or any other items from the ground.
- While fences contribute to our scenery, they are not safe for climbing, leaning, or sitting.
- Food, candy, gum, and soft drinks are allowed only in the designated picnic areas during assigned lunch periods. Students are encouraged to bring a water bottle.
- Smoking and vaping are not permitted on museum grounds.



Please ensure your cell phone is turned off or set to silent during the tour. If you must take a call, kindly step away from the group to be considerate.

THANK YOU!

SECURITY LETTER

Dear Teacher:

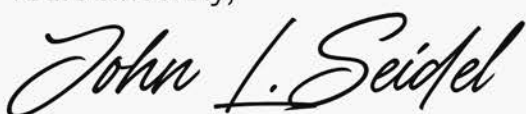
Thank you for scheduling a field trip to Historic St. Mary's City. We look forward to providing your students with a unique educational experience.

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 301-994-4371 / 301-994-4372.

Yours sincerely,



John L. Seidel

Executive Director, Historic St. Mary's City

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!



Peter Friesen

Education Director, Historic St. Mary's City

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 St. Mary's College of Maryland (SMCM) alerting all in the area, including Historic St. Mary's City (HSMC) staff, to the situation.

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

IMMINENT DANGER POLICIES

IMMINENT DANGER WHEN YOUR SCHOOL GROUP IS VISITING AN OUTDOOR EXHIBIT AREA

- 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 (301-994-4370). The VC staff will alert the rest of the staff. Once it is safe to do so, the Education Staff will notify the school/s 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, 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 reconstructed buildings, Farthing's Ordinary, Daffodil Gulch)
 - Plantation: (inside exhibit buildings)
 - Woodland Indian Hamlet: (inside structures, Hammett House, Visitor Center auditorium)
 - Waterfront: (State House, Farthing's Ordinary, 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

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

- Person in charge at each exhibit 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 Visitor Center (301-994-4370) and alert them to the imminent weather situation. The VC staff will 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 seek shelter immediately.
- Assist students and chaperones to 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 reconstructed buildings, Farthing's Ordinary, Daffodil Gulch)
 - Plantation: (inside buildings)
 - Woodland Indian Hamlet: (inside buildings, Hammett House, Visitor Center auditorium)
 - Waterfront: (State House, Farthing's Ordinary)
 - 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

SCHOOL GROUP IS BETWEEN LOCATIONS WHEN SIREN IS HEARD

- 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 (301-994-4371 / 4372). When it is safe to do so, the education staff will notify the schools of the situation.
- The person in charge will assign someone to 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, Farthing's Ordinary, Daffodil Gulch trail)
 - Plantation: (inside buildings, the staff annex)
 - Woodland Indian Hamlet: (inside buildings, Hammett House, VC auditorium)
 - Waterfront: (State House, Farthing's Ordinary, buildings 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.