

# MIDDLETON PLACE

NATIONAL HISTORIC LANDMARK

## Rules and Guidelines

Thank you for planning a visit to Middleton Place! We are excited to have your group visit the National Historic Landmark and hope to provide an immersive learning experience for the students that will be both educational and fun. In order to best serve your group, Middleton Place has set forth several rules and guidelines that should be observed during your site visit. Please ensure that all members of your group are aware of these standards before your arrival on-site.

One week prior to visit, the school representative must contact the Education Department by either phone or email to confirm the number of students, chaperones, and teachers who will be in attendance during a site visit.

1. **Making Payment** - Unless other arrangements have been made in advance with the Education Department, student groups are expected to pay in full upon arrival at Middleton Place when the school representative checks in at the Middleton Place Visitor's Center or via online payment link.
2. **Numbers of Chaperones** - Students must be supervised at all times while visiting Middleton Place. It is recommended that groups through third grade have at least one (1) chaperone for every six (6) children onsite. Beginning with fourth grade, student groups may bring one (1) chaperone for every ten (10) children. However, teachers may feel free to bring additional chaperones, especially for younger children. Please see the Middleton Place Chaperone Orientation for further details on the duties and expectations for chaperones accompanying school groups.
3. **Large Groups** - If the size of a group exceeds 100 students, the students will need to visit on two separate days in groups of 50. Larger groups under 100 necessitates being divided into smaller groups for tours and activities, the teacher is expected to divide the group into smaller subgroups (including appropriate division of chaperones) prior to arrival on-site. The number of smaller groups will be agreed upon between the school representative and the Education Department and specified in the event contract for the group.
4. **Expectations** - During all aspects of a visit, students are expected to be respectful and obedient to all Middleton Place personnel in order to ensure both safety and a positive learning environment.
5. **General Public** - Groups must be mindful of the fact that they will be visiting during hours when Middleton Place is open to the public. Therefore, students must be respectful of the general public visitors who share their learning environment.
6. **Rules of Conduct** - Students must adhere to some specific rules of conduct while on-site. They are: Students may not leave their group for any reason. Students must stay on the established paths when in the Gardens unless specifically instructed to do otherwise by Middleton Place personnel. Students may not pet, feed, chase or otherwise antagonize any of the birds and animals on-site. Students may not climb anything on property including walls, fences, gates, or trees.

7. **Lunch** - Groups who eat lunch at the picnic tables under the oaks are expected to clean up all trash before moving on to the next scheduled group activity. If your group purchases boxed lunches from Middleton Place and has to reschedule, you must pay the lunch fee (\$14) for both the original field trip date and the rescheduled field trip date.
8. **Pre-visit Materials** - Students are encouraged to ask questions throughout their visit to Middleton Place. Pre-visit materials are available upon request should you deem it necessary.

Thank you again for choosing to visit Middleton Place, a National Historic Landmark and America's Oldest Landscaped Gardens. Please address any questions regarding this document or your visit to Alexandra Emch, Education Coordinator, at [education@middletonplace.org](mailto:education@middletonplace.org).

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## Chaperone Orientation

Thank you for volunteering to assist this group in achieving what will be an exciting, educational day. Chaperones play an important part in the success of site visits by student groups to Middleton Place. All Middleton Place personnel rely on chaperones to help in the educational process to supervise students in every aspect of their study at our National Historic Landmark site.

As the chaperone for a school group, you should think of Middleton Place as an outdoor museum filled with important artifacts both natural and man-made. Please make sure that the students whom you supervise remember that Middleton Place is a historic site of national significance, not a park. As such we have certain expectations of the students who visit Middleton Place that are outlined in the Rules and Guidelines included in your pre-visit materials. If you need a copy of this document, please contact your school representative.

Below you will find a brief description of the responsibilities of chaperones when visiting Middleton Place with student groups. Any questions for clarification may be addressed to Alexandra Emch, Education Coordinator at [education@middletonplace.org](mailto:education@middletonplace.org).

Chaperones of school groups at Middleton Place must make the safety of students in their charge their foremost priority. Students are not permitted to feed, pet or antagonize any of the heritage breed farm animals or wildlife, may not climb onto any structure, and are expected to stay on paths and remain supervised at all times. Please help avoid any safety issues by making sure these rules are enforced.

If a House Tour is scheduled as part of the itinerary for a group, chaperones must make sure that students are obeying the rules of the House Museum as outlined by your guide.

Children often are led by example. Please make sure that as a chaperone you are setting the right example by being respectful to all Middleton Place personnel and following instructions when given.

The purpose of a student group visiting Middleton Place is to enhance in-class instruction. We encourage questions, but please remember that this is a trip for the students. If you wish to learn about aspects of Middleton Place not included in part of your visit, please return for a family visit at a later time.