



JUNIOR DOCENT TEACHER HANDBOOK

Jr. Docent Teacher Handbook

Table of Contents

Welcome	3
Parent/Chaperone Information & Permission Slip	3-4
Program Information / Fees	4
Photographs & Video Cameras	5
Assigning Scripts	5-7
Children with Special Needs	7-8
Attire	8
Field Trip Day	9-11
List of Stations/Scripts	12-15
Checklist for Teachers/Conclusion	16

Welcome to the Junior Docent Program!

We are happy to have your group participate in the Junior Docent Program at The Hermitage, our most elite program. After each session, all groups are carefully evaluated based on the behavior, attitude, and performance of the students; teachers' leadership, organizational skills, program compliance; and parent cooperation. The group leader and teachers will be responsible for making sure the procedures and rules are understood and followed. In consideration of the factors listed above, invitations for continued participation in the program will be at the discretion of the Education Staff. We are honored to have your participation in this program!

The *Junior Docent Handbook for Teachers* contains all the information needed for teachers, students, and parents to participate in the program. The group leader must be responsible for copying and distributing the handbooks to each teacher listed on the reservation form who is directly involved in the program.

Please read the handbook carefully! We review and evaluate the program after each session and make changes as necessary based on your comments, our observations, and new research.

Your confirmation and schedule will be sent in a separate email very soon.

Parent/Chaperone Information and Permission Slip

The Parent/Chaperone Information and Permission Slip has been removed from the handbook and placed as a separate attachment. We suggest that you email this attachment to your parents as an easier and faster way to get the information to them. Hopefully, this will save you a lot of work and time. Anyone who does not have email would have to have a paper copy sent home. We compiled this list to assist you in providing very important information for your parents. We suggest that the Parent/Chaperone Information List be sent to each child's parent(s) with a brief note stressing the importance of reading and understanding how the program works and the rules of participation. There is a good and logical reason for each rule or expectation we have, and parents must understand and accept our guidelines before consenting to their child's participation. Any parent who has a problem or concern with any part of the program should discuss his/her concerns with the teacher before the field trip day.

At the bottom of the parent information is a tear-off permission form. It must be signed by a parent and returned to the teacher and given to the Education Department staff on the day of the field trip.

Even though you may have your own school permission slip, our form is required for participation in the program.

Watch the weather report!

Included on the Parent/Chaperone Information List are clothing recommendations for unseasonably cool or hot weather. We do not provide additional outerwear, so parents must assume the responsibility of properly preparing the students for the cold days. **Common sense is the best rule of thumb!**

Rainy Weather? The students may bring umbrellas and hooded rain slickers. We reserve the right to cancel your field trip due to adverse weather conditions that might endanger the students or damage our costumes. Safety will always be our first priority. **Generally, we will cancel a visit if it is raining on the morning of the field trip** – however we will be in contact with you in advance should the weather report call for rain.

Fees

See your reservation confirmation for estimated fee information for students and chaperones. **Jr. Docent fee: \$11.00 per student.**

Extra Adults Over The Free Limit

Group Leaders and teachers: **Please do not collect extra adults' fees!** The ticket office needs to keep accurate records, and because the adults arrive at different times, they must be issued a separate ticket and a sticker to enter the property.

Extra adults and children must purchase their tickets separately at the ticket office. In order to get the discounted group rate (\$16.00), they must tell the ticket office they are with the Junior Docent group. Adults and children paying separately will be given a receipt and a sticker that must be presented to Security before entering the property. This will be strictly enforced!

Free Chaperones - One adult chaperone per 10 students will be admitted free. The group leader and teachers count as chaperones, so be sure to count them first. Designated free adult chaperones with the group will not be issued a separate receipt. They will be included on the leader's group ticket and must arrive with the group and stay with the students at all times. Please choose free chaperones that are willing to assist us the entire day, and let us know who they are upon arrival.

All fees are estimated based on the reserved number of students. Fees and free chaperones will be adjusted at the ticket office on the field trip day based on the **actual number** of students participating in the program.

Free chaperones will be required to help supervise the students and assist with changing in and out of the costumes. Parents are welcome, and those in attendance at the costuming time will be asked to come inside and hear our instructions before the children are taken to their

stations. Personal items may be left in the locked classroom while the students are performing.

Photographs and Video Cameras

No cameras of any kind are permitted inside the Education classroom. However, unless a sign is posted to prohibit photography, such as a special gallery exhibit, pictures may be taken anywhere else on the property except inside the mansion. Please feel free to make pictures or videotape the students while they are at their stations.

Group Picture: A special time has been scheduled for a group picture immediately following the Jr. Docent activities. This is the time to make lots of pictures and videotape the group. The picture location and time will be announced before the students are taken to their stations.

Assigning Scripts

Twenty-six scripts (plus two alternative scripts) have been provided, and each one corresponds with a specific station on the grounds. **It is very important for teachers to assign the best student for each station.** Teachers know their students' personalities and abilities and will make the most appropriate assignments for the various stations.

Some stations require an outgoing, friendly personality. Some require a person who is not afraid to talk to a lot of people at a time, and others will do just fine at a station where he/she can be a little shy. We offer suggestions to help you decide how to use your students in the best way. **All students must have their parts memorized before coming to The Hermitage.** Please practice at school, outdoors, and at home.

When choosing the students' stations:

1. **We recommend** the assignment of two students at Station 19 - Springhouse and Station 20 - First Hermitage Site because of the distance from the mansion. The remaining stations may be assigned to one or two students.

2. **VERY IMPORTANT! Choose the best person for each station.**

Examples for key stations:

Station 4 - Mansion Waiting Area Choose an animated person who enjoys talking to people and doing demonstrations.

Station 5 - Mansion Front Choose an outgoing, confident person who can speak loudly and clearly to large groups of people at a time. **Put your best speaker at this station.**

Station 18 - Alfred's Cabin Choose a good speaker/storyteller.

Station 27 - War Road This person will make the last impression on our guests. He/she should have an "upbeat," friendly personality.

Other notes about stations:

In order to comply with the official interpretation of The Hermitage curators, **students must recite the scripts as written.** Please do not allow the students to add any additional information unless it has been pre-approved by the Education staff.

No reciting in unison, please! If two students are sharing a station, have them divide the script or take turns doing the whole script.

Students who want to include their first name in the introduction of the script may do so. However, **do not allow students who are dividing a script to introduce a second person in the middle of the recitation.**

Correct examples: "Hello, I'm Sue (begin script)," or "Hello, I'm Sue. I'd like to tell you (begin the first half of script)." Then the second person will continue with the second half of the script.

Or

"Hello, we're Sue and Tom. We'd like to tell you about the kitchen."

Incorrect example: "Hello, I'm Sue. I'm going to tell you about (the first half of the script)." Then, "Hello, I'm Bill (finish the second part of the script)." It is very distracting to have a second introduction in the middle of the script, and the visitor will lose the train of thought.

Children With Special Needs

Please let us know if you have students with special needs. We can help you make station assignments and advise you regarding script alterations. For assistance, please call us at 615-889-2941, Ext. 244 or email: education@thehermitage.com, and we will be happy to help you. See "Optional" stations listed next.

Optional Stations (reserved specifically for children with special needs or ESL students):

Station 28 - Well This person will greet visitors on their way around the back part of the mansion. A polite smile and "welcome," or "This is the Hermitage well! Thank you for visiting today!," would be very hospitable.

Station 29 - Mansion Back Door This person can direct traffic exiting the mansion back door. He/she will point toward the kitchen and dining room and say something similar to: "You can see the kitchen and dining room down this way;" "Please walk to your left;" or "This way, please." This person doesn't really have to say a word. A pleasant smile and a gesture toward the kitchen would work very nicely.

Suggestions for other station accommodations:

- 1) Wheelchairs can be placed anywhere along any of the paved paths. Although children in wheelchairs can be placed at any station on the property, a few of them are a little more accessible than others.
- 2) Any ESL child can be placed with an English-speaking student and say a small portion or few words at the end or beginning of the script. He/she may only say, "Good morning or afternoon," "Welcome," "Hello," or "Thank you." Again, a big smile is often the best language of all! No child will be excluded from the program because of language difficulties.
- 3) The extremely shy child can be placed in the same manner. Place this person with one who is very friendly and extroverted. Both children will benefit.

Training and Practice

Please allow plenty of time for the students to practice at school, and encourage home practice. Practicing outdoors has been very beneficial to many groups.

Videos of the introductory film are no longer being loaned, but they may be purchased in the museum store. To receive a discount, purchasers must identify themselves as teachers when paying. To order by phone, please call 615-889-2941, ext. 244

Attire on the Field Trip Day

Please make sure the students understand what to wear on the day of the visit!

Costumes will be worn on top of their regular clothes.

Girls: White or light color shirt or blouse with **no collar** and **short sleeves**.*

Shorts, **pants that can be rolled up**, or skirt.

Comfortable dress shoes, boots, white canvas shoes or sneakers are permissible (with teacher's permission). **Please do not wear shoes that "flop" on the feet.**

Hairstyles must accommodate a day cap. No high ponytails, big bows on top of the head, etc.

Dresses, pinafores, and day caps are provided.

All girls are required to wear the Junior Docent dresses in order to participate in the program.

No exceptions will be made.

Boys: White or solid color shirt **with a collar** (short or long sleeves, dress shirt or polo type shirt).

Long pants (dress pants preferred, jeans with teacher's permission).

No shorts or sandals, please!!

Comfortable dress shoes, boots, or sneakers are permissible (with teacher's permission).

Vests, ties, and hats are provided.

Students will be responsible for their costumes while they are in their possession. Careful handling is really appreciated!!

* If unseasonably cool weather is predicted on your scheduled day, please make sure the children wear additional layers of clothing such as: thermal underwear; solid color, long-sleeve knit shirts; heavy tights; plain sweaters and/or jackets, or shawls. We do not provide additional outerwear. Parents must be responsible for making sure the students are properly dressed. Coats such as Titans and college logo jackets look inappropriate with the costumes, but we will not disallow them if it is cold outside.

If the weather is unusually warm, students should be advised not to wear long sleeves, girls should refrain from wearing long pants, and boys and girls should avoid heavy, thick fabrics. Parents need to use practical and good common sense when preparing their children for the field trip.

If there is a chance of rain, please have each child bring an umbrella and/or a plain rain slicker with hood. See weather policy.

Field Trip Day

Arrival:

Buses will load and unload at the Visitor Center breezeway. A special bus parking lot is located beyond the Visitor Center straight ahead on the right. Cars will unload and park at The Visitor Center.

Tickets:

The group leader will purchase the students' tickets only! Extra adults and children will purchase their tickets upon arrival. They must tell the ticket office they are with the Jr. Docent group in order to receive the group rate. Teachers, please do not collect the parents/chaperones' money. See the reservation confirmation for estimated fees. All adults and extra children six years and older must purchase a ticket to enter the grounds. **A ticket receipt and a sticker will be issued when tickets are purchased.**

Lunches:

Sack lunches must be placed in labeled boxes and/or large coolers for easier transportation to the picnic area. Please do not bring individual sacks or lunch boxes. Unload the lunches when you arrive, and we will show you where to store them. **Please note that we are currently unable to transport your lunches for you. You are welcome to store your lunches on the picnic tables, or on the front porch of the Education Building.**

Your Schedule:

A copy of the schedule and confirmation will be sent via email to the group leader. Please make copies of the schedule for all teachers who are directly involved in the program. **Very important: all teachers should bring their schedules with them on the day of the visit!**

Tour of mansion and grounds:

The teacher in each group will be in charge of leading the tour of the grounds. Costumed interpreters will guide the students through the mansion. Tour times will be based on the amount of time available for each group. Teacher discretion will determine the duration of the tour time. If possible, try to see all of the outside stations, but don't be overly concerned if you can't find all of them or if there's not enough time. When it is time for your students to perform, we will escort each student to his/her station. Also please note that The Hermitage may be very busy on the day of your trip, and we cannot guarantee Mansion tour times.

If you are doing the morning tour...

Before touring the mansion, your group will be asked to divide into smaller groups of 11-12 including at least one adult chaperone. To save time, try to have the divisions made before arrival at the front of mansion. **All students, teachers, and designated free chaperones should go through the mansion first, and any extra adults should be placed in the last group to tour the house.** It is essential to keep the students together so they can see the house and be ready to continue the tour outside. This is stated in the "Parent and Chaperone Information," but it will probably be necessary to explain this to the parents again. Parents and chaperones need to know that they might not be able to tour the mansion in the same group with their children. This is only a brief separation, and it may be necessary in order to keep the students on their schedule, which is the primary concern.

If you are doing the afternoon tour...

You will be asked to divide your group into smaller groups of 11-12 including at least one adult chaperone, but it makes no difference how the divisions are made. Your Junior Docents will have had their turn performing, so you do not have to worry so much about staying on schedule or getting the children through the mansion first.

Changing into costumes:

Students will go to the Education Building to change into the costumes. This part can be very hectic, especially if we only have 15 minutes! Chaperones/parents are welcome to come inside and help us get the children dressed. However, if we have too many adults, we will ask some of them to wait outside on the porch until we are ready to go over the rules. At that time, we will request that all adults come inside and listen to the information we give the children. **Designated free chaperones will be asked to come inside and help.**

Please tell the students in advance that we will not have a lot of time to change into the costumes, so everyone's cooperation is essential. After a brief review of the rules, Education staff members will divide the students into two groups and escort each student to his/her station.

Remember: No cameras of any kind are permitted inside the classroom.

Junior Docent Activity Time:

Free chaperones will be required to help us supervise the students, and the other parents will be encouraged to assist with the supervision. Please let us know upon arrival who your free

chaperones are. They must be present when you check in at the ticket office. We will ask parents to move around the property and try to observe everyone. Students will serve as Junior Docents for approximately one hour and thirty minutes. No food, gum, or candy will be allowed at the stations. With the teacher's permission, adults may carry water bottles to the students for a quick drink when there are no visitors, but drinks may not be left at any of the stations. **Water only...no red or dark juice, please!!**

Best behavior is expected at all times. Students will be representing their school, but most of all, they will be representing The Hermitage. Junior Docents are basically on display for our visitors, and they must always project the best possible image. **Children who do not behave properly at their stations or break the rules will be removed immediately, changed out of costume, and returned to the teacher to supervise for the remainder of the time.**

Group picture: The students will be assembled after the Junior Docent time for parents, teachers, visitors, and others to make group pictures. Students will be strategically retrieved from their stations at the appropriate times. **Please do not assign parents to pick up the students!** The location of the group picture and the time will be announced in the classroom before the students are placed at their stations, and for our sanity, Hermitage staff who dropped students off will come around and pick students up.

We kindly ask that your group show respect for any other Jr. Docents who may be performing before or after your group. Please do not allow your students to practice their parts beside other students who are in costume. If you want your students to practice, please take them to an area where they will not disturb or distract others who are performing. Your reserved time will be your special time, and you will be given the same consideration and respect. Thanks for your cooperation!

Closure:

After the group picture, the students will be led back to the Education Building where they will change, hang up costumes, and will be given a memory booklet that contains a certificate for participation in the program.

Thank you for allowing your students to participate in an event that will be a great learning experience and a lifelong memory!

The Junior Docent Program should be a pleasant, special experience for your students. We take a lot of pride in the program and welcome your participation. Together, we can make this a successful learning experience and treasured memory for everyone involved.

List of Stations

Read carefully; revisions have been made.

Station 1 - Fence Entrance

Welcome to The Hermitage! Andrew Jackson bought 425 acres of land here in 1804. At its peak in the 1830s, the farm had grown to over 1100 acres. As you approach the carriage driveway, you will see many new red cedar trees that were planted to replace the ones destroyed by a tornado in 1998. Please continue to follow the path. Thank you.

Station 2 - Carriage Driveway

Many dignified guests such as Sam Houston, James K. Polk, and Martin Van Buren visited The Hermitage. This is the carriage drive they used. The guitar shape of the driveway can be seen from the upstairs windows of the mansion. Please continue to follow the path. Thank you.

Station 3 - Orchard

Look off to the fields and trees on your right as you walk along this path. It's likely the Hermitage fruit orchard was there. Receipts of the time tell us the Jackson's purchased apple and peach trees for the farm. In the springtime, the rows of trees would be a blur of fragrant pink and white blossoms.

Station 4 - Mansion Waiting Area * (Demonstrate toy while talking.)

Many children grew up at The Hermitage. Among them were the grandchildren of Andrew Jackson: Little Rachel, Andrew III, and Samuel. Most of their toys were simply made of wood, metal, string, and paper. This toy is called "Jacob's Ladder," and it would have been popular during their time period. Would you like to try it?

Station 5 - Mansion Front *

Rachel Jackson chose this location for her home, but she never saw the mansion as it looks today. It was built in the Federal style between 1819 and 1821, and Mrs. Jackson died in 1828. After a fire in 1834, the house was rebuilt in the present Greek Revival style. When President Jackson retired, he returned to this home and lived here eight more years until his death in 1845. I hope you enjoy your tour of the mansion.

Station 6 - Mansion Kitchen

Because of the heat from cooking and the risk of fire, the kitchen was separated from the rest of the house. The cooks had to start working at dawn to have the main meal ready later in the day. Betty, an enslaved person, served as the head cook for over fifty years. Food was cooked in the fireplace, and fruits and vegetables were stored in the root cellar under the table. Thank you.

Station 7 - House Bells

Enslaved house workers lived close to the mansion and were on call twenty-four hours a day. If one of the Jacksons needed something, he or she turned a crank inside the house. This was connected to a wire strung through the walls that went out to the bells. Each bell was a different size, so its distinct ring could tell an enslaved person which room was calling.

Station 8 - Smokehouse

There were no refrigerators at The Hermitage, so meat had to be preserved by salting, pickling, and smoking. All of the meat for the Jacksons and the enslaved families was cured in the smokehouse. About 25,000 pounds of pork were preserved each year, and every part of the hog was used except the "squeal!" Thank you.

Station 9 - Back Steps

This boot scraper was placed here to help keep the floors clean inside the mansion. Gentlemen would wipe the mud off their boots before entering the house. (Demonstrate.) The cellar was used as a cool place to store foods (show direction). Every year before Christmas, it was cleaned out so the annual shipment of goods from New Orleans could be stored there. Thank you.

Station 10 - Back Yard

When Andrew Jackson lived here, the back yard was a work area with lots of buildings that are no longer standing. Chores such as washing clothes and making soap and candles would have been done here. You would have seen pigs and chickens roaming freely in this area. You may even see a few chickens today! Thank you.

Station 11 - Magnolia Tree

The Southern Magnolia tree keeps its beautiful green leaves throughout the year. In late spring, it has large, white, sweet-smelling flowers. Andrew Jackson planted a magnolia tree from The Hermitage on the White House grounds in memory of his wife, and it's still there today.

There are several buildings for you to see in this area including Alfred's Cabin, The Springhouse, and the First Hermitage cabins. Enjoy your tour!

Station 12 - Garden Gate

This is the original site of the garden. Andrew Jackson hired William Frost, an English gardener, to design a formal garden for Rachel when the mansion was being built. The bricks that line the paths were made on the Hermitage property. They were longer than ordinary bricks so they could be placed deeper in the ground to keep rodents out of the garden beds. Please enjoy the garden.

Station 13 - Center Garden

The Hermitage garden covers an acre of land. Mrs. Jackson loved the garden, and her favorite flowers were roses and violets. To my left, you'll see a row of herbs and spices which were grown to make home remedies, season food, and scent bath water. Vegetables were also grown in the garden. Thank you.

Station 14 - Garden Necessary

This brick shed along the garden fence is a bit of a mystery to Hermitage historians. When the Hermitage opened as a museum, there was no indoor plumbing available. This building served the needs of visiting tourists up until the 1920s but no one really knew the original purpose of the building or even when it was built.

Station 15 - Rachel and Andrew Jackson's Tomb

Rachel Jackson died suddenly on December 22, 1828, at the age of 61. Three years after her death, this tomb was completed in her memory. It is made of Tennessee limestone. When Andrew Jackson died in 1845, he was buried next to his beloved wife. Thank you.

Station 16 - Family Cemetery

This small cemetery plot contains the graves of seventeen Jackson family members and friends. Buried here is “Little” Rachel, Andrew Jackson’s granddaughter, as well as Ralph Earl, the artist who painted so many portraits of the General.

Station 17 - Alfred's Grave

Alfred, a former enslaved person, served as the first tour guide when the mansion opened as a museum in 1889. He was born at The Hermitage and lived here all of his life. Alfred was about 98 years old when he died. Thank you.

Station 18 - Alfred's Cabin*

This was the home of Alfred Jackson in the late 1800s, a former slave who stayed at The Hermitage after the Civil War. In 1867, Alfred bought some of the President’s furnishings, including one of his beds. He had to cut off the legs to get it in the cabin!

Station 19 - Springhouse

In the early days, people bought land where there was a good supply of water. This spring furnished all the water for cooking, cleaning, bathing, and drinking. The house built over the cool spring was used to keep milk, cheese, and butter fresh. Please feel free to look through the doorway. Thank you.

Station 20 - First Hermitage Site

Welcome to the First Hermitage! This is where Andrew Jackson and his family lived for 17 years after he bought the property in 1804. These cabins have recently been opened to the public after being closed for over 50 years. Today you can step inside and see a glimpse of the past. Thank you.

Station 21- Jackson Farmhouse

When Andrew Jackson lived in this cabin, it was a two-story farmhouse with French wallpaper and nice furnishings. After the Jacksons moved to the new brick mansion in 1821, this house was converted to a one-story slave dwelling. When you step inside, you’ll see the rooms that used to be the second story of the Jackson home. Thank you.

Station 22-The Cotton Patch

For decades, cotton was the main cash crop at the Hermitage. An enslaved adult was expected to pick between 200 and 300 pound of cotton per day. It was rough on the hands; the surrounding shell of the cotton is dry and prickly. Today, no one grows cotton in Davidson County, Tennessee because it is often too cold to produce a large amount. But we plant a cotton patch here every year for you to explore up close!

Station 23 – First Hermitage Kitchen

This cabin was built soon after Andrew Jackson moved to The Hermitage. The north room with its six-foot wide fireplace served as a kitchen for the Jacksons, and the other room housed the cook and her family. You can read more about the people who lived here and see some of their personal items on display in the cabin. Thank you.

Station 24 - Enslaved Garden

The plantation seamstress, Gracy, lived at the triplex with her husband Alfred Jackson, the Waggoner. Gracy, was a bought by Andrew Jackson while he served as President in the White House and come to Tennessee with him when he retired. The garden behind us is modeled after the plot of land given to the enslaved people to grow some of their own food. They would also use this food to make extra money at the local market.

Station 25 - Triplex

The foundation you see was once a triplex slave cabin that housed three families. As many as ten to twelve people lived in each room. Artifacts found in this area suggest that the "house seamstress" lived in the center room. Lots of pins, buttons, needles, and sewing items have been excavated here. Thank you.

Station 26 – Icehouse

In 1993 a pit fifteen feet deep was found at this spot, leading The Hermitage to believe that this was the Icehouse. The pit was used to store and insulate winter ice and snow in order to cool food and drinks in the spring and summer. Thank you, and enjoy your day!

Station 27 - War Road *

This alley of trees was created in 1914 by The Ladies Hermitage Association to line an entryway for automobiles (show direction). It was called the "War Road" because the trees came from battlefields associated with Andrew Jackson. Although most of the trees are original, some have been replaced over the years. This path will lead you back to the Visitor Center. Thank you for coming to The Hermitage today. I hope you enjoyed your visit!

Station 28 - Well**

This person would greet visitors on their way around the house. A polite smile and gesture toward the well would be great. If they feel comfortable enough they could say, "This is the Hermitage well! Thank you for visiting the Hermitage!" or "Please watch your step," as the guest look into the well/explore the space, would be very hospitable.

*Note: If you feel the student can do a little more, here are a few extra lines to assign:

"This is the Hermitage well! Historians are unsure when it was installed but their best guess is sometime shortly after the Civil War. Please watch your step! Thank you!"

Station 29 – Mansion Back Door**

This person can direct traffic exiting the mansion back door. He/she would point toward the kitchen and dining room and say something similar to: "You can see the kitchen and dining room down this way;" "Please walk to your left;" or "This way, please." This person doesn't really have to say a word. A pleasant smile and a gesture toward the kitchen would work very nicely.

** See the recommendations for the students at these key stations.*

*** Alternative stations for children with special needs. These stations are reserved for this purpose. Please contact us if you need assistance or guidance for these stations.*

Rules for students to remember:

1. Be responsible for the costumes; handle carefully
2. Best behavior is expected at all times
3. Speak loudly and clearly

4. Do not leave your station without a chaperone/teacher's permission
5. Stand up the entire time; please don't sit down or lean against anything
6. No candy, gum, or food allowed at the stations
7. Do not accept tips; gracefully decline as directed
8. Do not end the script with "Do you have any questions?"
9. Smile, be polite, and have fun!

Check List for Teachers

___ Please read the handbook! Information is updated after every fall and spring session.

___ **Each teacher needs a copy of the handbook; remind teachers to bring their schedule on the field trip day.**

___ Send home a copy of *Parent and Chaperone Information* to all parents. Attach a brief note to it to stress the importance of their cooperation and understanding of how the program works. Emailing the parent attachment has been a great time saver for a lot of teachers.

___ **Collect signed permission slips from parents and give to Education staff on the field trip day.**

___ Require each student to memorize his/her part before coming to The Hermitage. Practice at school and outdoors, and encourage home practice.

___ If free chaperones will be used, **please designate them before arrival**. Know who they are. To avoid choosing free chaperones, some schools prefer to have all adults pay. This is strictly the group leader's prerogative. The number of free chaperones will be adjusted on the field trip day based on the actual number of students who participate in the program.

___ Thoroughly discuss the attire students need to wear under their costumes. Check the weather forecast!

___ Pack your camera, permission slips, and itinerary.

___ Pack sack lunches in boxes and/or large coolers.

Please contact me if you have any questions regarding the program. I can be reached at 615-889-2941, ext 244 or kyenna@thehermitage.com. Again, thank you so much for participating in this wonderful program!

Katie Yenna
Lead Educator