

Heritage Square

TRIP TIPS and ETIQUETTE

For teachers, students and parents

1. Please divide your class into 2 equal groups, boys and girls equally distributed before arriving at Heritage Square.
2. Students must wear name tags. Use different colors for the two groups.
3. For each group, you should have **2 responsible adults**, for a total of 4 adults, including yourself. **Please inform parents that they have a responsibility to help keep children focused and will be asked to help with hands-on activities.**
4. Please arrive promptly. Your bus can drop your class off at the south entrance of the Square, in the 8th St. parking lot. Meet your docents in the main plaza.
5. Students should use restrooms at school before getting on the bus. Restrooms are available at the Square, but on a limited basis. Children will not be allowed to leave the group unescorted to use the restrooms.
6. Students must stay with an adult chaperone at all times.
7. No running or yelling. Please be respectful of the businesses at the Square.
8. Tour guides and docents are **volunteers**. Please help your students to show their consideration and respect at all times.
9. If you would like to have lunch at Heritage Square after your tour, please call the Heritage Square Visitor Center at 483-7960 to arrange it in advance. You may take your students to the West Courtyard for lunch, as there is a circular wall there that students may sit on. Do not allow your students to sit on the steps in the main plaza or the homes. Please keep lunch conversation to an acceptable level. If a trash can has not been placed in the West Courtyard, please inquire at the Visitor's Center.
10. **Please share these procedures with both students and adults before coming to Heritage Square. We ask that adults understand their responsibilities as chaperones.**

Thank you for helping us keep Heritage Square beautiful.