



Images clockwise from top left: The Blackfoot Treaty 1877, Crowfoot speaking NA-40-1, Colonel James F. Macleod NA-741-1, Interior view of schoolhouse, Cleveland, MT NC-39-134, Evan Gushul with mouse and cat, Coleman, Alberta NC-54-2233
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School Programs

Educator Welcome Package

Dear Educator:

Thank you for booking a school visit to Glenbow Museum! Included in this package are teacher checklists, listing of Museum rules, a letter you can send home to parents and other useful information to help make your visit to the museum an enjoyable and exciting experience. Please take the time to review everything in this package.

Please do not hesitate to contact me if you have any questions or concerns about your visit to Glenbow Museum. We look forward to seeing you and your students!

Thank you!
Glenbow Museum - School Education Department

Phone: (403) 268-4110 for Bookings and Information
Fax: (403) 262-4045

Glenbow Museum School Programs

Teacher Checklist

Before arriving at Glenbow Museum:

- ✓ **Review, sign and fax the bookings agreement form** to Glenbow Museum's booking office.
- ✓ Programs begin at the time indicated on your bookings confirmation sheet. Please arrange your transportation to arrive at the museum least 15 minutes prior to your start time. Please consider weather and traffic in your travel time.
- ✓ **Prepare your students and parents!** Use the form letter included in this package to send home to parents. This letter shares information needed for parents to prepare their student for a field trip to the museum.
- ✓ **Prepare your adult supervisors.** Prior to your arrival at the museum, prepare the adult volunteers for what to expect when they get here. Provide them with a package that includes the names of the students in their group, a copy of Glenbow Museum's rules, and other useful materials journals, pencils, erasers, pencil sharpeners, First Aid supplies, and tissues. We strongly recommend you have **one adult supervisor to every five students**.
- ✓ Student discipline during your visit is the responsibility of the teacher and adult supervisors. Adults are to remain with the children at **all times** including lunchtime, self-guided visits, and washroom breaks.
- ✓ Nametags are encouraged! Museum Educators like to refer to students by their names.
- ✓ **Please leave your backpacks at school.** We have very limited space in the coat room and backpacks or large bags are not allowed on gallery floors. Pack lunches and other necessary items in tote bins or bags to keep items together for easy transportation.
- ✓ **Plan where to eat lunch.** You must book the lunchroom in advance. Other places to eat lunch are indoors at City Hall or outside at Olympic Plaza. **Groups are not allowed to eat in the Telus Convention Centre (hallways outside the Glenbow Museum's doors)**
- ✓ Prepare students for their visit to Glenbow Museum. Go over museum rules and do a pre-visit classroom activity. There are Pre and Post Visit Packages available under the program description on the website.
- ✓ Cancellations and rescheduling programs must be done two weeks prior to your visit.
- ✓ **A maximum of 35 students can participate in a program. Please do not combine classes as it compromises program quality and student experience.**

Upon arrival at Glenbow Museum:

- ✓ When you arrive, your educator will meet you in the lobby **outside** Glenbow Museum. Please organize the children in this area while waiting for your educator to greet you as to not crowd our small lobby.
- ✓ Please pay for your programs at the front desk.
- ✓ You will be provided with a space for your coats and lunches. Keep all belongings, including lunch bags and beverages in this area. We have lockers available to secure valuables. Glenbow is not responsible for lost or stolen items.

During your visit at Glenbow Museum:

- ✓ If you have booked a full-day visit, you will time between your morning and afternoon booking for lunch. You can book the lunchroom, if available, or take the short walk (1 block) to City Hall and eat in the atrium. **You cannot eat in the lobby of the Telus Convention Centre.**
- ✓ You can visit other galleries in small groups if you have time between bookings.
- ✓ Please turn cell phones off or set the ring to silent.

After your visit to Glenbow Museum:

- ✓ Your educator will provide you with an evaluation form at the end of your program. Please fill out the form and send it back to us. Your feedback is important and helps us improve our school programs.
- ✓ Review what you learned at the museum. Do a post-visit activity in the classroom.

Welcome to Glenbow Museum!

Museum Guidelines

The guidelines listed below are intended to ensure that everyone who visits Glenbow Museum has a safe and comfortable experience.

Adult supervisors: please go over these guidelines with your student groups.

- **Why we ask you not to touch** – Works of art and artifacts are fragile. The slightest touch can harm them. When we touch something we leave behind fingerprints. Fingerprints contain oils and acids that eat away at surfaces. The touch of one fingerprint may not seem like much, but it can cause a lot of damage.
- **Backpacks and large bags** can cause damage to art and artifacts in museums. They are also a security risk. Please leave them in the coat room.
- **Food and drinks** are allowed in the lunchroom only. No gum, please.
- Please **walk** in the museum.
- **Respect** other classes and visitors in the museum.
- Take caution when entering and exiting the elevators.
- Please use **quiet, indoor voices**.
- Please use **pencils only** for writing when in the exhibit areas.
- School groups do not have access to the *ARC Discovery Room*.

Suggested Activities

A visit to the museum can be an enriching and rewarding experience for students. A museum visit should not be an isolated learning experience, but one that builds upon learning occurring in the classroom. Make the most of your visit to the museum by considering the following suggested activities.

Pre and Post Visit Activities:

Please find our Pre and Post Visit Activities on our website on the School Programs Page, under the FAQ's and Teacher Resources link!

Please see our letter to Parent's and Guardian's below ...

Dear Parent(s)/Guardian(s):

Your child's class will be visiting Glenbow Museum on _____. Here are some ways to help your child have an enjoyable and memorable trip:

Eat a healthy breakfast. There often isn't time for morning snacks. Make sure your child eats a big, healthy breakfast.

Recording memories. Check with your child's teacher to see if it is ok to bring a camera. Photography is allowed in many areas of the museum.

Emergency information. Ensure your child's teacher has appropriate contact information in case of an emergency.

Prepare for the day. Ask your child what they might see at the museum. Refer to previous visits to Glenbow or other museums. Ask what might be important rules to follow while on a field trip. Prepare your child for riding a bus, this might be something new!

Dress appropriately. In programs at Glenbow Museum, we often spend much of the time sitting on the floor and we do lots of exploring. Make sure your child wears appropriate clothing and shoes.

Follow up at the end of the day. Find out what they learned, explored and discovered. Bring the rest of your family and ask your child to share some of what they learned on their field trip.