



San Mateo County History Museum

2200 Broadway ▪ Redwood City, CA 94063 ▪ 650.299.0104 ▪ www.historysmc.org

Dear Teacher: Your class is scheduled for *People from Many Places*, an education program at the **San Mateo County History Museum**.

The program consists of an exploration and tour of *the Land of Opportunity: The Immigrant Experience in San Mateo County* exhibit and several hands-on activities related to toys, music and paper arts. Also available are a chaperone letter and a teacher program guide with more information and suggested activities to help your students prepare for their visit with to the Museum. These are also available at www.historysmc.org/people-from-many-places/. Unless otherwise arranged, the program schedule is:

Morning Program

9:30 a.m.Program Begins

Approx 10:30Classroom Activities Begin

Approx 11:30Program Ends/Lunch

Unless individually arranged with the Museum in advance, programs will not start until 9:30 a.m.

Afternoon Program

12:00 p.m.Program Begins

Approx 1:00Classroom Activities Begin

Approx 2:00Program Ends/Lunch

Unless individually arranged with the Museum in advance, programs will not start until 12:00 p.m.

Please have your class ready to start the program at the designated time. If your class needs time for snack and/or to use the restroom before the tour, please arrive early enough to do this before the program begins. If the museum is closed when you arrive, there is a public restroom on the Hamilton Street side of the building.

The following will help make the trip a success:

1. A map and directions to the museum are located at www.historysmc.org/maps-directions/. Please note the city parking lots, as the first hour and a half is free in each of these lots. Upon arrival, please wait on Courthouse Square until the whole class has arrived and the docent is ready to begin.
2. **ONE CHAPERONE PER EVERY FIVE (5) CHILDREN IS REQUESTED. A MINIMUM OF THREE (3) PARENTS IN ADDITION TO THE TEACHER IS REQUIRED.**
3. Students must have **NAME TAGS**. **The students will need to be divided into 3 groups for the hands-on activities. These groups can be indicated on the name tags (ex. red, blue and green groups).**
4. The *People from Many Places* program highlights the *Land of Opportunity* exhibit. If you wish to explore the rest of the museum, please allow extra time after your program.
5. Lunches may be eaten outside the museum on Courthouse Square.
6. The History Museum has a gift shop. Classes often “shop” in small groups of 4-5 during lunch or after the program. Please inform the docent if you students would like to visit the gift shop.
7. Cameras are encouraged. We are always looking for photographs of this program. If chaperones take pictures of their students that they are willing to share with us for publicity purposes, please email them to education@historysmc.org. The children will NOT be personally identified.
8. Please turn off cell phones or place on vibrate for the duration of the tour.
9. No food or drink (**including coffee and water bottles**) are allowed in the exhibits. Bags larger than 11 x 14 inches are not allowed in exhibits. Bins are provided in the rotunda for student bags. Adult bags, with the exception of teacher emergency backpacks, must be checked in at the front desk.

To hold your reservation, program fees must be received 30 days in advance of your program tour date. Consult your invoice for program fee. Make checks payable to the **San Mateo County Historical Association**. Indicate on the check the name of the school and the date of the program. Please mail to the **San Mateo County History Museum** at the above address. Payments can be made online at www.historysmc.org/school-program-payment/.