



San Mateo County History Museum

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

Dear Teacher:

Your student's class is scheduled for *Getting from Here to There*, an education program at the **San Mateo County History Museum**.

During the tour, students discover what it was like to travel a long time ago. In the *Journey to Work* exhibit, students will climb into a stagecoach, listen to a railroad story, and "drive" a streetcar. The students will also visit the *Ship's of the World* exhibit and build a model ship. There is also a chaperone letter available at www.historysmc.org/getting-from-here-to-there/.

Unless otherwise arranged in advance, the program starts at **9:30 a.m.** and lasts for 2 hours.

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** to assist with the program.
3. Stagecoach activity: If you have **24 or less students**, please divide your class into **2 groups**. If you have **25 or more students**, please divide your class into **3 groups**. The groups should be of equal size.
4. Please bring 1 box or box lid for every 5 students to transport the model ships back to school. The History Museum has extremely limited numbers of boxes for this purpose.
5. Students must have **NAME TAGS**.
6. No food and drink (including 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.
7. 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.
8. Please turn off cell phones or place on vibrate for the duration of the tour.
9. 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.

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. If you have any questions, please call the San Mateo County History Museum at 650.299.0104.