

School Year 2017 - 2018

Welcome,

We are delighted that you have planned a visit to Historic St. Mary's City. Our goal is to make your visit educationally rewarding and fun for you and your students. To make your visit run smoothly, please review the enclosed materials. **Please share this information with all of the teachers and chaperones from your school who will be participating in your field trip.**

Included in this packet is information about:

- How to get to Historic St. Mary's City
- How to check in at the Visitor Center
- An idea of your day's itinerary
- How to order Goody Bags

Additional information, including pre-visit and post-visit activities, a glossary, and emergency information can be found on our website at www.HSMCdigsHistory.org.

If you have any questions prior to your trip, please email Groups@HSMCdigsHistory.org or call 240-895-4979. We look forward to seeing you and your school group at Historic St. Mary's City!

Dear Teacher:

Historic St. Mary's City (HSMC) is committed to the safety and security of all visitors to the museum, especially our school tours. In the event of a regional or national emergency during times of school visitation, HSMC will make every effort to ensure the safety of students, chaperones, and school personnel. HSMC will call on the resources of St. Mary's County, the State, and our neighboring institution, St. Mary's College of Maryland, to adequately meet the challenges of an emergency. No school group will be left without assistance in a crisis.

In an emergency that affects our visitors, the HSMC Chief Operating Officer will coordinate the assignment of tasks and all communications. The COO will coordinate with St. Mary's College and the St. Mary's County Emergency Management Agency, and will assure compliance with any state or federal directives that apply to the emergency. In the event that temporary shelter is necessary, the Red Cross of St. Mary's County will be notified and will be responsible for making the arrangements.

HSMC will establish a Situation Office in our Administration Building to deal with any emergencies. If we can provide further information or answer questions you might have, please feel free to contact our education office at 240-895-4979.

We look forward to providing a unique educational experience for your students.

Sincerely,



Regina M. Faden
Executive Director

Your Day at Historic St. Mary's City

PLEASE SHARE THIS INFORMATION WITH
ALL PARTICIPATING TEACHERS

There is much to see and do at Historic St. Mary's City so please allow a **minimum of 4.5 hours** for your visit. Your visit will include:

- Check-in at the Visitor Center and meeting your museum guides
- Restroom break, if necessary, before your tour begins
- Travel to and from the four interpretive sites (in your vehicles)

Your 4-hour guided tour will include a 30-minute lunch break and visits* to:

- The Godiah Spray Tobacco Plantation
- The Woodland Indian Hamlet
- The Town Center
- The *Maryland Dove*; **Due to Coast Guard safety regulations, not all chaperones may get the chance to board the *Maryland Dove* with the class.**

*Your guide will inform you of the order in which you will visit the interpretive sites upon your arrival.

Our tours take place in an outdoor setting. Participants should wear walking shoes and dress appropriately for all kinds of weather. Students are allowed to bring cameras and water bottles to the interpretive sites. Be aware that extreme weather conditions may necessitate closing the *Maryland Dove*.

Please note: The Shop at Farthing's Ordinary is not able to accommodate large numbers of students at one time. Teachers are encouraged to pre- order goody bags for their group. Goody bags include popular children's souvenir items and come in a variety of sizes. For further information, please see the museum shop insert about goody bags. **Goody bags must be ordered at least one week before your scheduled tour.**

Lunch at Historic St. Mary's City

Your 30-minute lunch break, scheduled after either your first or second interpretive site visit, will depend upon your arrival time. Picnic tables are available for your use. Because there is very limited covered seating, it may be necessary to eat on your buses during inclement weather. For safety's sake and to avoid having students enter the very busy parking lot to pick up and return non-disposable lunch bags from the buses or cars, we strongly encourage you to consider placing lunch bags in large boxes so that your chaperones can easily carry them from the buses to the eating areas. Lunches packed this way will save time and allow your tour to proceed as scheduled and keep students from unneeded trips to and from the parking lot.

Joining other state parks and museums, we ask all visitors to take their trash home with them as part of our leave-no-trace initiative. We suggest students transport food in reusable containers for easy clean-up. School groups should come equipped to pack up and remove their trash.

Please Note: Your lunch location is dependent upon the day's schedule and the number of other schools visiting the site. Therefore, we cannot guarantee your location prior to your arrival.

Information about Buses and Historic St. Mary's City

Please communicate with your drivers, especially tour bus companies, that the tour will last four hours after you arrive and check in. Before the day of your tour, it is very important that you discuss and are in agreement with your drivers regarding the time you must depart Historic St. Mary's City. Your departure time will affect the length of the tour and the scope of what you will see and do during the tour.

Your vehicles (buses, cars, etc.) will be needed the entire time you are at HSMC to transport the students to and from the interpretive sites, and to be present during the lunch break so lunches can be retrieved from the vehicles. If you are contracting with tour bus companies, it is very important that your drivers understand that they need to remain with the group during the tour.

Bus drivers will receive an admission sticker that allows them to visit the museum with your classes. The sticker also signifies that they have been through the check -in process and are with a group. Please ensure that your drivers display the stickers prominently on their clothing.

Restroom Breaks

If you are coming from a school located reasonably close to Historic St. Mary's City, we ask that you encourage students to use the restrooms at school prior to your departure.

Upon your arrival, your guide will ask you if your students need a restroom break prior to the start of the tour. Restroom breaks will also be available during the lunch period.

A student who must leave the tour to use the restroom should always be accompanied by a chaperone.

Tour Intrusions

Please remind your parent chaperones to keep their cell phones in a non-ring mode during the tour, and if necessary to move away from the group if they must make or receive a call. Chaperones should also be reminded that no smoking or vaping is allowed during school tours.

Preparing Your Students

Consider your field trip to Historic St. Mary's City as a chance to study and experience Maryland's colonial history. A clear sense of purpose on the part of your students and some previously-identified and discussed questions will make the experience more educational and rewarding.

Our experience shows us that students get the most from their visit if they are not distracted by carrying backpacks, lunch bags, clipboards, and/or assignment sheets during the tour.

Late Arrivals and Cancellations:

If you anticipate a late arrival, please have someone call us as soon as possible at **(240) 895-4979** to inform the Group Tours Office of your potential arrival time. ****Due to the carefully scheduled nature of the guided tour, late arrival of 20 minutes or more past your scheduled start time may result in a shortened tour.**

If you **need to cancel** your tour with Historic St. Mary's City, e-mail or call 240-895-4979 as soon as possible, but at least 48 hours prior to your scheduled tour date.

If you **need to reschedule** your tour, please call us as soon as possible at 240-895-4980 or 4979 to discuss a new date. We cannot guarantee that we will be able to schedule a new date for you, especially in April and May.

Arrival and Check-in

Upon arrival, all groups must report to the Visitor Center. (See directions on previous page.) Your museum guides will meet you at the bus parking area near the Visitor Center. All students should remain on the bus while the lead teacher (the teacher who made the reservation) checks in.

The lead teacher must handle all payment for the entire group including payment for **all teachers and adult chaperones**.

At the Visitor Center, the lead teacher should present the completed **Arrival Information Sheet** and payment by credit card, cash or check payable to **Historic St. Mary's City**. Please make certain that you have a completed **Arrival Information Sheet** to present to admissions personnel at check-in.

Admission

Current student prices are on the **Arrival Information Sheet**.

One adult (teachers and chaperones) per ten students is FREE; all other adults (teachers and chaperones) pay \$10.00. Bus drivers receive free admission.

All adults (teachers, chaperones, and bus drivers) will receive admission tickets which must be worn in a prominent place on outer clothing.

Refunds can only be made during check-in.

After completing check-in, the lead teacher will rejoin his/her group and the tour will begin. Each participating teacher will be asked to complete a written evaluation at the conclusion of their tour.

Chaperones

We request that you bring one adult (including teachers) for every ten students. Chaperones should accompany the group at all times to keep students together and to ensure proper behavior. Please remind chaperones that the tour is intended for the students. Experience shows us that the best chaperones are those who fully understand their responsibilities during the field trip. We suggest that you download the chaperone letter available on our website distribute it to all chaperones.

Your assistance in the following is appreciated:

- To see all that Historic St. Mary's City has to offer, the group needs to move at a reasonable pace. Please help students stay together and keep them from lagging behind.
- Students will be allowed to touch some objects at the interpretive areas. Your guide will direct the group to those items that can be handled and those that cannot.
- It is especially important that you assist the guide in keeping the group together on the waterfront dock.
- Please let your chaperones know that due to Coast Guard safety regulations, some chaperones may not get the chance to board the *Maryland Dove* with the class.
- The farm animals are part of the historic scene. Please ensure that students do not touch, yell at, chase, or feed the animals.
- Please help us maintain our historic sites by asking the students not to litter and by helping them clean up after lunch.
- We ask that students and adults not take food, candy, gum, or soft drinks into the interpretive areas.
- Please see that students do not take anything from the sites and paths including natural materials such as plants, rocks, sticks, etc.
- Please keep your cell phone off or in a non-ring mode during the tour. If a call must be made or taken, please move away from the group.

**PLEASE SHARE THE FOLLOWING INFORMATION
WITH ALL PARTICIPATING TEACHERS AND DRIVERS**

Your drivers and vehicles will be needed throughout the tour to transport your group to and from each interpretive site. Please make sure your drivers are aware that they must remain with the group. Drivers of school buses and motor coaches will receive free admission and a voucher for a snack at the museum shop.

Please keep in mind that some of your travel may be during rush hour. Allow plenty of time to arrive at your scheduled time. Make sure that **all** drivers study the route before leaving your school. We suggest that you allow the following *approximate* times from designated areas:

Gaithersburg and Rockville	2.5 hours
Silver Spring and Takoma Park	2.2 hours
Baltimore area	2.5 hours
Charles County	1.5 hours

Directions to Historic St. Mary's City follow. Please duplicate the directions for **all** drivers.

Directions to Historic St. Mary's City

Historic St. Mary's City is located off Route 5 in scenic Southern Maryland. Travel time is approximately 1½ hours from Washington, D.C. and Annapolis and a little over 2 hours from Richmond and Baltimore.

The street address of the Visitor Center is 18751 Hogaboom Lane, St. Mary's City and its coordinates are 38.180650, -76.429650 (+38° 10' 50.34", -76° 25' 46.74").

From Washington, D.C. and Northern Virginia

From the Capitol Beltway take exit 7A to MD-5/Branch Ave. South. Travel south on MD-5 for approximately 59 miles, traveling through Mechanicsville, Loveville and Leonardtown. As you approach St. Mary's College of Maryland you will see a sign welcoming you to Historic St. Mary's City, then the St. Mary's River on the right. After the campus follow the signs and turn right onto Rosecroft Road, then take the first right onto Hogaboom Lane and continue to the big blue Visitor Center.

From Southern Virginia

Follow U.S. 301 North towards Maryland. After crossing the Harry Nice Bridge at Dahlgren go right at the 2nd traffic light onto MD-234/Budds Creek Rd. After approximately 19 miles, merge with MD-5/Point Lookout Rd heading south. Travel on through Leonardtown, as you approach St. Mary's College of Maryland you will see a sign welcoming you to Historic St. Mary's City, then the St. Mary's River on the right. After the campus follow the signs and turn right onto Rosecroft Road, then take the first right onto Hogaboom Lane and continue to the big blue Visitor Center.

From Baltimore, MD

From the Baltimore Beltway take exit 7 to Interstate 97 South towards the Bay Bridge until it ends at U.S. Routes 50 and 301. Keep right at the fork, and follow signs for U.S. 301 South/U.S. 50 West towards Richmond. After approximately 11 miles, take the exit for MD-4 South, towards Prince Frederick. Continue on to Solomons Island and across the bridge over the Patuxent River, then turn left at the traffic light at intersection of MD-4 and MD-235. Continue for 10.5 miles then turn right onto Mattapan Road. Turn left at the intersection of MD-5, then take an immediate right onto Rosecroft Road. Take the first right onto Hogaboom Lane and continue to the big blue Visitor Center.

To the State House, the Shop at Farthing's Ordinary, and the Gazebo (47418 Old State House Road, St. Mary's City):

Just past St. Mary's River, take the first right onto Trinity Church Road. Go up the hill, straight ahead is a tall brick building with the sign "State House of 1676", follow the road to the left. You may park in the parking lot just past the State House on the right side.

GOODY BAGS

\$4.00 BAG one pencil
one postcard
one reed flute
one replica coin



\$6.00 BAG one pencil
one postcard
one feather quill
with ink crystals



HISTORIC ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT
MARYLAND'S FIRST CAPITAL

Parents: If you are interested in purchasing a goody bag for your child, please indicate the size and quantity below and return the form to the child's teacher.

_____ \$4.00 Bag # _____ \$6.00 Bag Student's name _____

Teachers: If you wish to send this form home with students, please remove this portion before copying.

Once you have tabulated the returned flyers, and at least one week in advance of visit, complete the form below and email *The Shop at Farthing's Ordinary* at giftshop@hsmcdigshistory.org. Bags will be ready when you arrive at HSMC.

Payment (one check to HSMC, please) is due upon pick up.

Questions? Contact Maria Sokolowski -240-895-2088 or giftshop@hsmcDigsHistory.org.

_____ \$4.00 Bags # _____ \$6.00 Bags Amount due \$ _____

Teacher's name _____ Phone _____ E-mail _____

School's name _____ Date of visit _____

Please order 1 week before visit!