

Field Trip Planning Guide 2012

National Steinbeck Center

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Learn more at steinbeck.org
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Making Your Reservation

Making a reservation to visit the National Steinbeck Center is easy! Just download the “School Field Trip Reservation Application” from www.steinbeck.org, fill out all the fields and return to the Guest Services Manager by e-mail at phillip@steinbeck.org, by fax at 831.796.3828 or by mail at:

Guest Services Manager
One Main Street
Salinas, CA 93901

Questions about the application or planning your visit? Contact Phillip Saldana at 831.796.3833 ext. 205 or phillip@steinbeck.org.

Reservation Policies

- Please make sure you have at least two dates and times available when planning your visit to the National Steinbeck Center as we do not schedule more than one school field trip or tour group at the same time and your date and time slot may already be filled.
 - Please note that the National Steinbeck Center does not schedule school field trips before 10 a.m. and does not allow groups to stay later than our closing time of 5:00 p.m. Field trips can be scheduled Monday through Friday.
 - Please contact the Guest Services Manager about your field trip at least two weeks in advance. Short notice field trips may be subject to a higher admission fee.
 - Un-scheduled field trips will be treated as regular museum patrons and will be charged regular admission fees.
 - The National Steinbeck Center requires all field trips to bring one chaperone for every five students. If enough chaperones are not present at the time of check-in, NSC retains the right to cancel the field trip or charge additional fees for having staff and docents act as chaperones.
 - If you and your students fail to arrive at the scheduled date and time you risk the possibility of a fine and/or result in the school not being permitted to visit the Center for up to a year.
 - Cancellations must be done by calling the Guest Services Manager no later than 48 hours before your scheduled date. Failure to notify the Center will result in a loss of deposit.
 - Traffic happens. Please call 831.775.4721 if you are running late.
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Check In

- Please check-in at the Admission’s Desk in the Rotunda of the National Steinbeck Center while your students and chaperones wait outside.
- Please have a head count of students and chaperones ready, along with the check or credit card for payment (when applicable).
- Please hand in your signed teacher contract at the time of check-in and bring a copy of your reservation confirmation.

A staff member will give you and your students a brief introduction to the Center will point out key locations in the Center and will give you information about John Steinbeck, the agriculture industry of the Salinas Valley and information about other current exhibitions.

Student Behavior Expectations

- The National Steinbeck Center is an international destination for Steinbeck enthusiasts. In addition to your students there will be other patrons of the Center. It is important for your students to remember that they are sharing the space with other people who would like to be able to read and enjoy the museum as well.
- While visiting the National Steinbeck Center students are expected to remember that the Center is a museum. At all times they should use their “museum voices,” meaning no loud talking, shouting or yelling in the museum.
- Students are expected to walk, not run while in the museum.
- While many of our exhibitions are interactive, students are not permitted to touch artwork on the walls of the galleries or the exhibition halls. The oils in skin can damage our one-of-a-kind artwork and cultural pieces.
- Cell phones and iPods are not permitted inside the museum. If you or your students need to make a call for any reason we ask that you please step into the Rotunda Courtyard or outside the front of the museum.
- No food or drink is permitted in the exhibition halls or in the galleries.
- Students must stay in their groups with their chaperones at all times while in the Center.
- No backpacks or oversized bags are allowed in any of the Exhibition Halls or the Museum Store. Please leave all bags and backpacks in your bus or cars. The Center cannot accommodate storage for bags or backpacks.
- In addition to our Student Behavior Expectations, all students are expected to abide by the rules and regulations set by your educational institution.

Students who are found repeatedly not upholding the National Steinbeck Center’s student behavior expectations or are found causing damage to the Center’s exhibitions, galleries or facilities will be asked to leave and may result in an early end to the field trip for the entire group. Severe misbehavior and damage could result in damage fees to the educational institution as well as result in the school not being permitted to visit the Center for up to a year.

Tour Enhancements

National Steinbeck Center Activity Sheets

Pick your student's level:

- Middle School
- Middle School, Special Education
- Honors High School English
- College Critical Thinking
- High School English

Enhance your students' experience with the John Steinbeck Exhibition activity sheets. These interactive activities specially created for the National Steinbeck Center by Middle School, High School and College Steinbeck teachers will guide students through our exhibition halls while asking them questions to help them better learn and understand their experience. It is a great way to make sure your students are learning!

Activity sheets are available for \$0.10 a student or available electronically for schools to copy on their own. To help students and teachers, the Center will provide up to 50 clipboards and pencils to complete the sheets. It is possible for the sheets to be done in groups or individual.

Lunch at the National Steinbeck Center

Join us for lunch! Bring a bagged lunch and enjoy eating in the Center's Rotunda Courtyard (please reserve in advance when making your reservation).

The National Steinbeck Center can also arrange for your group to enjoy a specially made lunch box with fresh Salinas grown fruit and vegetables. All lunch boxes provided by the National Steinbeck Center are healthy choice and do not contain soda or trans fats. Lunch boxes cost between \$10 and \$14 seasonally and need to be pre-arranged with final counts at least 5 days in advance of your visit of the Center.

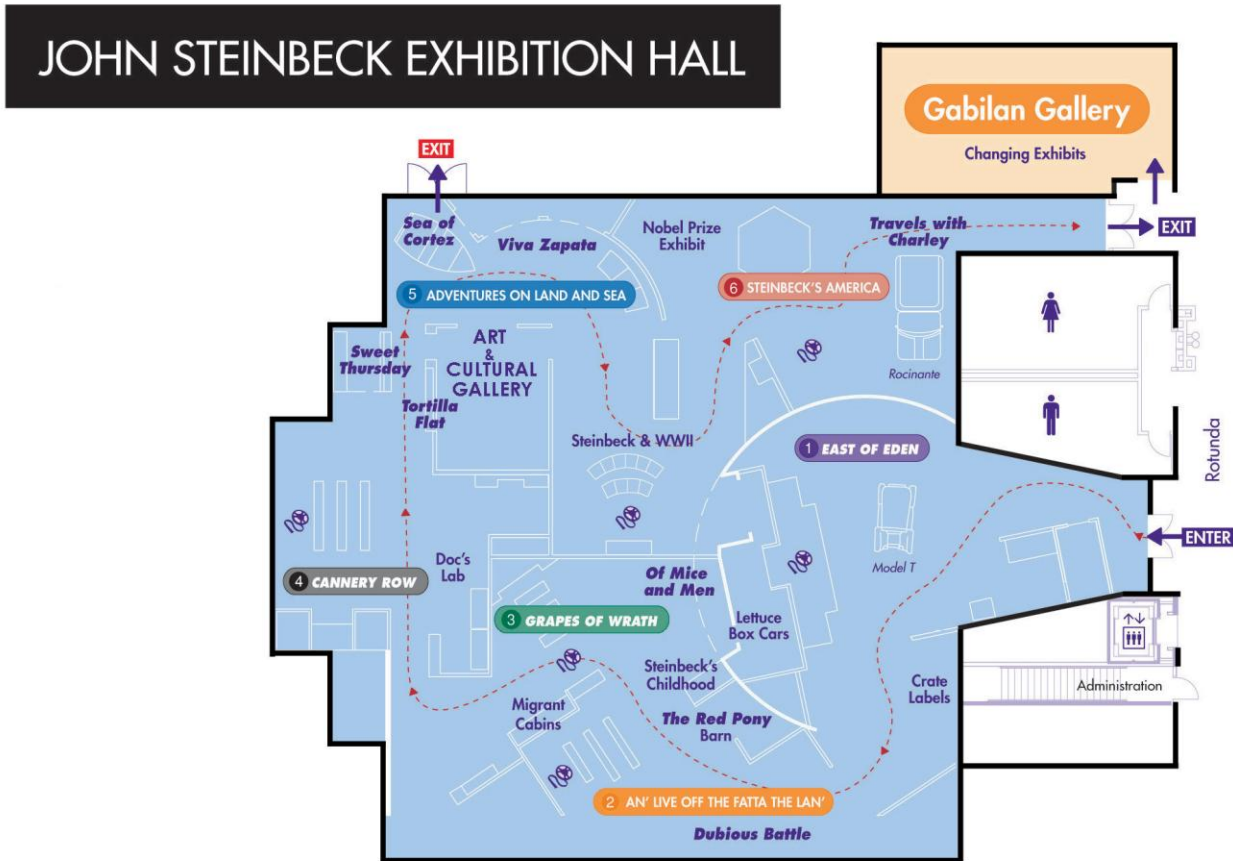
Talk to our Guest Services Manager, Phillip Saldana, to get more information about lunch at the Center.

Docent Lead Tours

Docent lead tours are a great way to take your students beyond the walls of the Steinbeck Exhibition Hall. Our trained docents will lead your students through each exhibit hall, telling personal stories of the area, little known facts about John Steinbeck and his works, expanding your students' experience of our exhibition halls.

Docent lead tours are \$25 per docent per hour. It is recommended that groups spend at least 45 minutes in our exhibition hall, and that groups of more than 30 persons have more than one docent. Please speak to our Guest Services Manager, Phillip Saldana, if you have any questions about our Docent program or if you are interested in enhancing your students' experience by adding this bonus to your reservation.

Permanent Exhibition Halls John Steinbeck Exhibition Hall



The John Steinbeck Exhibition Hall transports your students through the life and works of John Steinbeck. This interactive permanent exhibition contains writings by John Steinbeck scholars and John Steinbeck himself, film and taped theatrical productions, interviews with key people from his life and artifacts and original writings from himself, his family, friends and many characters from his books.

As your students walk through the hall they will take a journey into Steinbeck's life and discover how his experiences and values help shape some of his greatest works such as *The Grapes of Wrath*, *East of Eden* and *The Red Pony*. The exhibition hall delves deeply into Steinbeck's life and literature with sections devoted to each of his major works and most of the rarely read Steinbeck titles.

Key artifacts found in the Exhibition Hall:

- Rocinante, Steinbeck's actual camper from the story *Travels with Charley*
- Canisters from Ed Rickett's Lab in and from Cannery Row
- War memorabilia from World War II featured in Steinbeck's *Bombs Away* and *The Moon is Down*
- Letters, journals and equipment that inspired the stories *East of Eden*, *The Grapes of Wrath* and *Of Mice & Men*
- Personal belongings of the Steinbeck Family

Chaperone Information

Chaperone Requirements

Not only are the chaperones responsible for the behavior and safety of the students, they can shape the student's learning experience while in the museum. It's important you carefully prepare them ahead of time. School groups are required to have one chaperone for every five students - school groups that arrive without enough chaperones will not be permitted to enter the museum.

All school visitors from kindergarten to 12th grade must stay with their chaperones at all times while in the museum. Students are not permitted to wander around the museum unsupervised. This policy is for the protection of your students and the safety and comfort of all of our patrons.

Preparing Your Chaperones

It is recommended that you schedule a meeting with your chaperones before your visit the Center. This will allow you to review all student behavior guidelines, familiarize them with the Center and its facilities and give them the opportunity to ask questions ahead of time. Make sure they have copies of the chaperone guidelines, student behavior expectations and any other important information about your fieldtrip. Make sure you review all guidelines ahead of time.

- Remind the chaperones that they must stay with their groups at all times
- Make them aware of all of the days activities, give them definite arrival and departure times
- Review both the Center's student behavior expectations as well as any other guidelines for your educational institution
- Provide each chaperone a list of students and contact phone numbers for the Center as well as phone list of other chaperones and teachers
- Give each chaperone a copy of the National Steinbeck Center's informational sheets
- Remind your chaperones that they are not coming to the Center as a patron but as a representative of your educational institution and that the Center has high expectations for student conduct.

Chaperone Information

Chaperones,

Thank you for taking the time to chaperone for your educational institution. You play a vital role in your students' experiences of the National Steinbeck Center's exhibition halls and changing galleries. Make sure you ask your students questions about what they are seeing and learning about - it will enhance their experience.

These are your responsibilities as a chaperone of the National Steinbeck Center:

- Please stay with your group at all times.

Please monitor the students in your group at all times, making sure that they abide by the rules set by the Center in our Student Behavior Expectations document as well as all the rules and regulations of your educational institution.

- Experience the Center's exhibition halls.

The John Steinbeck Exhibition Hall is very interactive. Encourage your students to look behind unlocked doors, pull open drawers, listen to the telephones and use the magnifying glasses. Ask your students questions that may inspire them to look deeper at the artifacts found in the exhibition halls such as original letters and journals, canisters from Ed Rickett's lab in Cannery Row and personal belongings of Steinbeck himself.

- Exhibition Galleries.

Encourage students to also explore the National Steinbeck Center's changing galleries (Art & Culture Gallery, Gabilan Gallery and the Vista Room Gallery). Please remind students to not touch the artwork but to explore it with their minds.

- Be courteous and respectful.

Please watch out for any destructive behavior, make sure students are aware of the Center's other patrons and to always use their "museum voices."

- iPods and Cell Phones.

Please do not use your cell phones or iPods while in the exhibition halls or galleries. If you or one of your student need to make a call please exit the facilities to either the front of the Center or the rotunda courtyard.

- Food & Drink.

Food and drink are not permitted in any of our exhibition spaces or the Museum Store. Students may eat and drink in the rotunda courtyard.

If you have any further questions or in the case of an emergency please ask a museum representative or Docent.

Directions & Parking

Directions

From Monterey, Carmel & Pacific Grove:

Take Route 68 East, 17 miles to downtown Salinas. Continue through Oldtown to One Main Street. The Center is in front of you.

From Santa Cruz:

Take Highway 1 South to CA-183/Castroville Road through Castroville. CA-183 becomes Market Street in Salinas. Turn right onto Salinas Street and left onto Central Ave. The Center is on your left.

From San Francisco, San Jose and Points North:

Take Highway 101 South to Salinas Main Street exit. Continue on North Main cross Market Street. Turn left on Central Ave. The Center is on your left.

From Los Angeles and Points South:

Take Highway 101 North to Salinas John Street exit. Turn right onto Main Street. Continue 5 blocks through Oldtown. The Center is in front of you.

Car Parking

There are many different parking opportunities within walking distance of the National Steinbeck Center. There is a city parking garage (\$0.50 an hour or \$4.00 for the day) next to the Center, a city parking lot (\$1.00 an hour or \$8.00 for the day) across from the Center (closed on Saturday for the Salinas Farmer's Market) and 90 minute free street parking on Main Street and Central Avenue.

Bus Parking

Buses may unload their passengers in the loading zone to the left of the entrance to the National Steinbeck Center on Central Avenue. To access Salinas City bus parking from the Center:

- Continue straight on Central Avenue from the loading zone crossing Salinas Street.
- Turn right onto Lincoln Avenue
- Turn left on West Market Street
- Turn right on Palmetto to the Amtrak Station
- Make first right in the station parking lot and proceed through the parking lot to the adjacent Salinas City lot
- Bus parking is available in the Salinas City lot, spaces are on the right.

Directions back to the Center:

- Exit parking lot and turn left on Station Place
- Turn left onto West Market Street and immediately get into the right turn lane
- Make an immediate right onto Salinas Street
- Turn left onto Gabilan Street
- Turn left onto Main Street and proceed to the Center and wait in the passenger loading zone.



Visiting the National Steinbeck Center

Guidelines for School/Youth Groups

School/Youth Group Fees

- Monterey County Schools \$2.50 per student
- Other Schools \$5.00 per student
- Youth Groups \$5.00 per student

For all groups, teachers and chaperones are admitted for free. The payment for your fieldtrip is due when you arrive at the National Steinbeck Center.

Preparing for Your Visit

Please perform the following activities **prior** to visiting the National Steinbeck Center:

- Make arrangements for your chaperones, lunches, and transportation;
- Prepare your students and chaperones for their visit by assigning groups, making nametags, and explaining what they will be seeing at the National Steinbeck Center
- Distribute the chaperone hand-outs and review responsibilities;
- (Optional) Perform any of the suggested activities included in this packet.

Chaperones

For elementary and middle grades, one chaperone for every 5 students is required. For high school grades, one chaperone for every 7 students is required. These chaperone requirements are necessary to ensure that your students and our other visitors enjoy their museum visit. Upon arrival, we will provide chaperone badges for all adults. Before entering the National Steinbeck Center, please assign each of your students to a chaperone. Ask your students to always stay with their assigned chaperone. **Please make sure students leave cell phones and iPods turned off and in their backpacks while in the Museum.**

When you arrive

Please have your class meet on the steps in front of the entrance to the Center where you will be greeted by a store staff member. Please be mindful of your arrival times, as there may be more than one tour scheduled in a day. The teacher/leader of the group will be asked to check-in at the Museum Store while the students and chaperones wait outside.

In the Exhibitions

The main exhibition is very interactive – students are welcome to look behind unlocked doors, pull open drawers, push buttons, etc. **In the art gallery, students are not allowed to touch the objects.** Students should be made aware that their behavior is a reflection of their school and will be taken into account by the Center when considering future school group availability.

Lunches

Bag lunches may be eaten in the Center's Courtyard. If you would like to use the courtyard during your visit please reserve the space beforehand. Food and drinks are not allowed in the exhibitions. In the event of cold or wet weather, please make arrangements to eat somewhere other than at the Center since we do not have alternate spaces to accommodate your group. If you need to store bag lunches while inside the Center, please inform the Docent or Staff Member of your needs.

We look forward to your visit to the National Steinbeck Center.

If you have any questions, please call (831) 796-3833 x 205 or email phillip@steinbeck.org



National Steinbeck Center

Teacher Contract

In order to ensure that your visit to the Center is a success, please read, **initial each item, and sign this contract and return prior to your visit. Your payment will be due upon arrival to the Center.**

- I've read and gone over the confirmation packet and agree to abide by the guidelines. _____
- I agree to review rules and behavior expectations with my students before our visit to the National Steinbeck Center. _____
- I understand that if my students repeatedly misbehave we may be asked to leave the museum. _____
- I agree to inform my students about what they are going to be doing and seeing at the National Steinbeck Center. _____
- I agree to provide the appropriate number of chaperones for my class. For K-8th grades, one chaperone for every 5 students is required. For 9-12th grades, one chaperone for every 7 students is required. _____
- I agree to give the chaperone handout to all chaperones and ask that they be accountable for their group's behavior at the National Steinbeck Center. _____
- I agree to adhere to my scheduled arrival time(s). If, for some reason I am unable to be on time I will let the Center know at least a half hour before we are expected to arrive. If a cancellation is necessary, I will give the Center twenty-four hour notice. _____

Signature

Date

Name of School

Date and Time of Visit