



Group Visits Policy

A. Pre-Arrival

- a. Please have students organized into groups prior to arrival.
- b. Please already have shared and communicated with chaperones and other teachers about their groups. Teachers and chaperones should know their assignments before arriving at the museum.
- c. Please be sure to have all documents printed and handed out to teachers and chaperones before arriving. This includes copies of the schedule given to you by Group Visits, maps, chaperone tips, and exploration guides.
- d. Please give a copy of the Bus Map to your driver(s) so they know where to drop-off, park, and pick-up at the end of the day.
- e. The Lead Contact should know an updated and accurate number of teachers, students, and chaperones that are in attendance prior to arriving at the museum.

B. Arrival

- a. Upon arrival your driver should pull up to the bus unloading area on the side of the planetarium.
- b. Please remain on the bus so that a museum representative may go over procedures with you and your students. Students should be divided into groups before arriving at the museum.
- c. The Lead Contact should collect all necessary payments in advance of arrival to museum. The Lead Contact will be asked for updated numbers of students, teachers, and chaperones. Please have these ready to give to Group Visits.
- d. The Lead Contact will be brought in ahead of group in order to expedite payment so that groups may get started with minimal delay. If your group has a scheduled program of any sort, please follow SCSM staff instructions on where to go to meet your class' teacher.
- e. It is **STRONGLY** recommended that student groups arrive 10-20 minutes early. Our Planetarium/4-D Theater shows start promptly, and the theaters will NOT open for late groups.
- f. All groups will be sent in the direction of the Carolina Gallery in order to keep everyone together and avoid separating your group. This will help you get a head count. Please do not

stop nor organize yourselves on the sidewalk or in the planetarium lobby. Please follow SCSM staff to the Carolina Gallery and continue into the museum from there.

C. Chaperone Requirements

- a. SCSM requires a minimum of 1 chaperone per 10 students, including Middle School and High School students.
- b. Chaperones should remain with students at ALL times. Including bathroom breaks and in the store. This includes Middle School and High School students.
- c. All non-teacher chaperones are required to pay a \$5.00 General Admission fee.

D. Identification

- a. We recommend that any school groups visiting the SCSM wear identifying items, whether a school t-shirt or name tags, in order to help keep groups together.

E. Options for Lunches

- a. Groups may schedule lunches in our lunch room. These are dealt with on a first-come first-served basis. If lunch room is full, groups may eat outside at Coble Plaza (cap. 200 - No reservations required)
- b. Lunch times begin at 10:30am and run every half hour, with the last lunch scheduled for 1pm. Please stick to the allotted half-hour lunch time in order to get the most out of your visit to the museum, as well as out of courtesy to our other groups.
- c. The Crescent Café can provide box lunches provided they are ordered at least one week in advance. The Café can be reached at 803-898-4973.
- d. Bag lunches may be brought. We have staff that can assist you in transferring them to our lunch room. We do have storage, but no refrigeration.
- e. Due to contract restrictions, SCSM does **NOT** allow outside catering in our facilities

F. Other

- a. You may use cameras in all of our permanent galleries. However, they are not permitted in art galleries, or in our special exhibits.
- b. Please leave all backpacks, non-lunch food, drinks, etc., on the bus.
- c. Gum is not allowed inside the museum.
- d. Food and drinks are not allowed anywhere in the museum except for the Launch Room (lunch room) and Crescent Café. This includes students and adults of all ages.
- e. Due to the educational opportunities on the museum floor, we ask that all visitors use quiet, inside voices during their visit.
- f. Please keep all cell phones on vibrate or silent.