

Cantor Arts Center at Stanford University
Chaperone Guidelines

GUIDELINES AND POLICIES FOR SCHOOL GROUP TEACHERS AND CHAPERONES

PLEASE DISTRIBUTE THIS SHEET TO ALL ADULTS WHO WILL BE ACCOMPANYING YOUR GROUP ON THEIR TOUR *IN ADVANCE OF YOUR VISIT TO THE CENTER*. If you have any questions, please call 650-723-3469.

- 1. All groups with students under the age of 18 must be accompanied by one adult chaperone per 10 students.**
 - Students should be separated into groups of 10 before arriving at the Center.
 - Students and chaperones must wear name tags. We strongly recommend that these be provided before arriving at the Center.
 - Please refrain from bringing more than two chaperones per 10 children, as this increases group size and can make tours difficult to manage.

- 2. Chaperones must remain with their groups at all times and should take an active role in helping students observe behavioral guidelines. Behavioral guidelines include:**
 - Remain approximately 18 inches away from objects and do not touch the art.
 - Do not run in the galleries.
 - Speak in a normal conversational tone.
 - Do not lean on walls, pedestals, or display cases.
 - Stay with the group.

- 3. During docent-led tours, we welcome constructive inquiries and comments from adults, but we request that teachers and chaperones refrain from attempting to redirect the pace or content of the tour to any great extent.**
 - Requests for coverage of specific information may be arranged in advance of the tour in conversations between the coordinating teacher and coordinating docent.
 - Groups wishing to view objects, exhibitions, or galleries in addition to those covered on their tour may arrange to self-guide either before or after their docent-led tour.

- 4. All backpacks, large purses or bags, packages, lunches, rain gear, and other large or unwieldy items must be left on the bus or in cars, or they will need to be checked at the entrance to the center.**

- 5. No pens are allowed in the galleries. All writing and drawing must be done in pencil only. In addition, we do not allow wet media (such as watercolor) or powdery media (such as pastels or charcoal) in the galleries.**

- 6. One camera per school group is allowed.**
 - No video cameras or tripods are permitted in the galleries.
 - Photographs may not be taken in special exhibitions.