Thank you for choosing Old World Wisconsin for your field trip. We are happy to have you, and hope you enjoy your day with us.

It is our goal that Old World Wisconsin become a wonderful memory - filled with sensory engagement, hands-on encounters, and new experiences that will make students excited and eager to learn more about Wisconsin’s rich immigrant stories.

Made up of 60 historic structures from all over the state, Old World Wisconsin brings history to life with interdisciplinary, hands-on storytelling, using gardens, farms, animals, and furnished houses that represent Wisconsin’s rich immigrant and migrant histories and identities.
Booking and Payment Policy:

A booking is not final until we have received payment for the cost of student and chaperone admissions. Payment can be made via check or credit card.

Payment in full must be received at least two weeks prior to visit date unless a prior arrangement is made and confirmed in writing. Once your date is booked, it may not be rescheduled without written agreement.

Cancellation Policy:

Field Trips at Old World Wisconsin happen rain or shine.

No refunds will be issued. Cancelled field trips may have their payments applied to a future school visit.

If a field trip needs to be rescheduled, please contact us at least six weeks before your scheduled visit date. We cannot guarantee that a new date will be available.

**We are unable to adjust program start times.** Please plan accordingly and verify scheduled arrival times with your bus company.

Chaperone Policy:

We require at least one teacher per classroom group.

We recommend one adult for every ten students (1:10) for our Classic Field Trips, First Field Trips. We require one adult for every eight students (1:8) for Village Quest.

All chaperones must be approved for attendance by the teacher.

We are happy to support each school’s individual chaperone policy.
**WHAT TO KNOW BEFORE YOU GO**

**WEATHER**

Field trips happen rain or shine. Much of your time will be spent outdoors. Please dress appropriately for the weather. If it’s raining, please utilize raincoats instead of umbrellas to help protect our historic structures. Close-toed shoes are best for walking on our gravel roads. In the event of severe weather conditions, we adapt programs as needed to ensure safety.

**ACCESSIBILITY**

We want to make sure that everyone can enjoy and get hands-on with history! Our historic buildings can pose challenges to those in chairs or strollers, but we love getting creative! To create a plan for your specific needs, or if you have questions about access, please email us.

**OTHER NOTES**

Leave your backpacks at home

No food or beverages (other than water bottles) are allowed in the buildings. This includes teachers and chaperones

Photos are GREAT, but we want to remind grown-ups about distracting texting and calls—the students see you and we do too!

**DIRECTIONS AND ARRIVAL**

Please use the following address for GPS:

W372 S9727 Hwy 67
Eagle, WI 53119

Enter via the Main Gate (#1) off Hwy 67 and follow the driveway to The Ramsey Barn.

All schools MUST complete the check in process at Ramsey Barn before their programs can start.

If you are RUNNING LATE call us at 626-594-6315 as soon as you can so we can adjust as needed.
Checking In

Upon arrival, the LEAD TEACHER will meet with Old World Wisconsin staff at The Ramsey Barn. They Will:

- Confirm the total # of students
- Confirm the total # of chaperones
- Be responsible for coordinating chaperone payments
- Pay remaining balance due
- Receive maps and itineraries

Students and other adults should remain on the bus while the lead teacher completes the check-in process.

All adults will be given identifying stickers to be help ensure student safety and help us communicate in the event of an emergency.

Lunches should remain on the bus or in vehicles until the designated lunch time.

MOVING AROUND THE SITE

Old World Wisconsin is BIG and Field Trips happen in select areas. Staff will guide you to the starting locations for your programs and provide you with Routing Slips (brightly colored handouts) that will help your group move from place to place, including your lunch location.

Depending on what programs you are doing, your bus filled with students may need to drive to another gate to enter Old World Wisconsin AFTER Check in.

We make every effort to plan your travel between locations so that it happens during a lunch break, or before your first program begins. However, late arrivals and other last minute schedule changes may make this impossible. Please stay in touch with Old World Staff if there are day-of adjustments to your itinerary.

Your bus drivers must stay at Old World Wisconsin to provide transportation for your students throughout the day, including lunch time.

For student safety, bus drivers are not allowed to self-explore the site. They may join your group, with teacher approval.

REMINDER:

If you are RUNNING LATE call us at 626-594-6315 as soon as possible so we can adjust as needed.
WHAT TO KNOW ONCE HERE

RESTROOMS
Portable toilets are located at the Ramsey Barn (where you check in). Restrooms are also available at the Scandinavian Picnic Area.

RESPECT
We ask that while on your field trip you respect our site by not littering, picking plant life, throwing objects, or climbing fences. We want everyone to enjoy their field trip experience now, and in the future.

CELL PHONES
Take lots of photos, but please do not use your phones for calls, texting, or social media during the tour. This goes for Students AND Adults. It’s very distracting and takes away from your day of hands-on history.

WATER FOUNTAINS
Water Fountains (aka Bubblers) are available on site. If you are unsure of where to find one, please ask a staff member. You are welcome to bring bottled water on site as long as it is kept closed while inside buildings.

FIRST AID
In case of an emergency, please alert a staff member right away and they will contact emergency services. Because of the size and complexity of our site, staff will be able to direct first responders more efficiently than personal 911 calls.

First aid kits are available everywhere on site. Please alert a staff person if first aid is needed and they will assist you.

Insects and outdoor allergens can be present. Please take any needed precautions.

FARM ANIMALS
Our farm animals are a big part of your visit, but they are not pets. Your students' safety is important to us! We ask that no one touch or feed the animals, as they are working farm animals. Please remind your students to enjoy the animals from a distance, unless working with trained Old World staff.

I Bite.
RESERVATIONS

A shopping visit to the Ramsey Barn Museum Store is available by reservation at the time of your field trip booking. Students may visit either during their lunch hour or at the end of their day, time permitting. The museum store is full of inexpensive historically themed toys and souvenirs that can help students retain the memories of their visit long after they've returned home.

PREPARING FOR THE STORE VISIT

Please prepare your students before they enter the store. Things to discuss include how to estimate the costs of their purchases and how to include tax in their calculations, as well guidelines for handling money, whether they should ask to borrow or are allowed to "loan" money to other students, and how to behave, following store rules and shopping etiquette.

VISITING THE STORE

No more than 20 students may visit the store at any given time. Please allot a maximum of 15 minutes for each group of students. Students must be supervised at all times while in the store and once a student makes their purchase they must exit the store. Purchased items will be bagged and if students have programs after their shopping visit it is recommended that teachers collect the bags, writing the name of the student on each bag for redistribution at the end of the day.
Welcome Fearless Child at Heart!

We are so excited that you will be joining us for a time travel adventure at Old World Wisconsin as a chaperone for your student’s upcoming Field Trip.

As an chaperone, you play an **important role** in the success of the students’ experience. You will be assisting the teacher by guiding students from building to building, retrieving lunches, supervising the lunch hour, assisting students at the museum store, and of course helping everyone get hands-on and minds-on with history while we have a lot of fun.

**Tips for Being an Awesome Chaperone:**

- **Make sure you know which students are in your group** so that when we’re getting organized we can be quick and get to the fun stuff faster.

- You’ll be asked to wear a sticker to help ID you as a chaperone. Staff will look for this sticker in the event of an emergency to give you important info. **Make sure we can see this sticker.**

- **Stay with your group at all times.** When you wander, the kids wander. It’s not safe, and it impacts the experience for everyone.

- You are encouraged to take photos, but please **be smart about your screen time.** Texting, Facebook, etc., is really distracting for the students as well as the staff.

- **Chaperones paying their admission individually** will need to have teacher approval before their payment may be made at the Ramsey Barn Museum Store.

- Help us **stay on time** by knowing where you need to be when.

- **HAVE FUN!** The best learning takes place through play and exploration. When students see you engaged and having fun it makes the day awesome for everyone.

Thanks, and we’ll see you soon!

- The Old World Wisconsin Team
Did you know that Old World Wisconsin is just one of 12 historic sites operated by the Wisconsin Historical Society? If you love history and our great state, then you'll want to visit the other wonderful sites operated by the Wisconsin Historical Society. Don’t forget, a membership to the Wisconsin Historical Society will get you into each of these sites for free each year plus a multitude of other fantastic benefits.

If you need assistance or have questions, please call the membership office toll free at 1-888-748-7479 or visit their website wisconsinhistory.org

**Wisconsin Historical Society Sites:**
- Wisconsin Historical Museum
- Wade House
- Villa Louis
- Stonefield
- Reed School
- Pendarvis
- Old World Wisconsin
- Madeline Island Museum
- H.H. Bennett Studio
- First Capitol
- Circus World
- Black Pointe Estate & Gardens

**Wisconsin: Our State, Our Story**

If you are looking for a textbook that provides a comprehensive curriculum and allows students to engage on a journey through Wisconsin’s rich history while aligning with common core standards, please look to *Wisconsin: Our State, Our Story* by Bobbie Malone and Kori Oberle.

This text, along with the Wisconsin Historical Society’s museum, historic sites, website, books, and supplementary classroom materials allow you to take history, and your students, even further.