

## Alexander & Baldwin Sugar Museum Education Program FAQs

### **What is the Sugar Museum Education Program?**

It all began in 1988 with funding provided by the museum and a grant. Pukalani Elementary teacher Lynn Liu was retained to create learning packets with the assistance of the museum director. From this early endeavor, the program evolved into what it is today. This standards-based program provides Maui's students with an understanding of the history of the sugar industry and Hawaii's plantation heritage, and how it helped shape our island society. Along with a docent led tour of the Museum, the students participate in hands-on activities outdoors, including tasting ice cake, studying artifacts, and playing plantation games. These activities fulfill public school educational requirements for social studies, math and science.

### **What student groups are served by the Education Program?**

Primarily, the Education Program focuses on 2<sup>nd</sup> grade public school students; however, tours and materials can be provided for grades 3-12. Schools from other islands, private, homeschoolers and Charter schools are welcome to participate.

### **When is the Education Program available?**

The program operates on Tuesdays and Thursdays, 9:30 a.m. to 11:30 a.m., September through May.

### **How do I make a reservation for my school group?**

Call us at 808-871-8058 or email [education@maui.net](mailto:education@maui.net). Ideal group size for public schools is 40-60 students per visit day, not including teachers and chaperones. Groups larger than 60 students must break their visit up into multiple days.

### **When should I make a reservation?**

As soon as possible! Reservations are accepted on a first come first served basis. Don't risk losing the date you want!

### **What happens after I make my reservation?**

You will be contacted via phone or email by an Education Coordinator to confirm your visit dates. You will be instructed on how to access the Pre Visit materials on our site. We offer a "Lending Kit" you can use in your classroom that contains an informational slideshow DVD, plantation clothing and artifacts to prepare your students and build excitement for their visit. A Lending Kit Application form is included and required prior to borrowing a lending kit. As your visit date draws nearer, you will be sent a reminder and further instructions for your visit.

### **How is transportation arranged?**

Transportation is arranged by you, the participating school. Bus transportation for **2<sup>nd</sup> grade public school students only** is subsidized through a generous grant from Alexander & Baldwin, Inc. One bus per public school per visit day is covered on a first come first served basis, as funding is limited. A Bus Subsidy Application form is included in your pre visit materials, and is required prior to visiting the Museum. Bus parking stalls are available in our parking lot. The capacity of a bus is approximately 60 persons. ***Transportation is subsidized for 2<sup>nd</sup> grade public school only, and only one bus per visit day is covered.***

### **What is the cost for the Education Program?**

The cost for 2<sup>nd</sup> grade students is \$1 each. Grades 3-12 are \$2 each. Teachers and chaperones are admitted free of charge.

### **What payment methods are accepted and when do I pay?**

Payment is made to the front desk on the day of your visit. If your school requires an invoice, we will bill your school after your last visit day. Cash, check, Visa and MasterCard accepted.

### **How many chaperones do I need to bring for my school group?**

- **One adult is required for every 6 students.** More are welcome and encouraged above the minimum. Teacher should be in addition to required Chaperone requirement.
- Failure to abide by the required chaperone ratio may be result in your group being turned away at the door.
- Chaperones are arranged by you, the participating school.
- Chaperones must sign a Chaperone Agreement and bring it with them on their visit day to gain admission. If the Chaperone does not provide the signed agreement, they will not be allowed admission to the program.
- Chaperones are expected to get familiar with the schedule of activities and actively participate in the program.
- Chaperones must supervise their groups at all times, and are responsible for their own conduct as well as the conduct of the students in their group. You will be asked to leave if you fail to adequately supervise your group.
- Cell phone or electronic device use by all persons participating is prohibited during the program, except in the case of an emergency. However, devices may be used for taking pictures.
- Chaperones may not bring other children or family members such as infants, toddlers or other school aged children.
- Schools must report any incidents involving students or chaperones during the field trip to museum staff immediately.

### **What can I expect on the day of my visit?**

It all begins at 9:15 a.m. with your arrival. You will be greeted by an Education Coordinator. Your students and chaperones will assemble at the museum entrance and divide into 6 groups. The Education Coordinator will give you an overview of the program and review the rules and conduct expected of your group. You will then submit your agreements, deposit your belongings in a designated area, pay admission fees to front desk, and your groups will go to their stations and begin activities promptly at 9:30 a.m. The groups will rotate to another activity station every 20 minutes. The program ends promptly at 11:30 a.m.

### **Who are the tour guides for the Education Program?**

The Education Program literally would not exist without the dedication of our volunteer tour guides (docents). Our volunteers give tirelessly and selflessly year after year to help educate Maui's youth about the history of the sugar industry and Hawaii's plantation heritage, and how it helped shape our island society. Education Program volunteers are a cross section of individuals from all parts of the island, and from many different backgrounds. Anyone can do it, it's easy and fun! For more information about how you can become a docent, please visit the volunteer section of our website.

**Can we bring lunch to the Museum?**

Yes. You are welcome to bring your picnic lunch to enjoy on the grounds after your visit. There are picnic tables, and you may bring extra mats or blankets for sitting on the grassy areas. Space is provided for your lunch packs and coolers.

**What happens if I need to cancel or reschedule my visit?**

Notify us as soon as possible at 808-871-8058 or [education@maui.net](mailto:education@maui.net) if you need to cancel your visit. We will make every attempt to reschedule at that time; however, we cannot guarantee your alternate date will be available.

**What happens if the weather is bad?**

There are no covered areas at the museum in case of rain. We will notify you as soon as possible beforehand and no later than 8 a.m. on the day of your visit if the weather forecast is threatening. We will make every attempt to reschedule at that time; however, we cannot guarantee your alternate date will be available.

**Can I visit the Museum prior to my school's visit date?**

Yes! We encourage you to familiarize yourself with our Museum, grounds and program BEFORE you visit. Please call to make an appointment for a pre visit at 871-8058, or email us your request at [education@maui.net](mailto:education@maui.net)

**My school is not on Maui. Can I still participate in the Education Program?**

Yes. We offer tours and educational materials for different grade levels and groups. It is helpful for us to know what area or unit of study your class is working on. Please email [education@maui.net](mailto:education@maui.net) for more information. Ideal group size of 25 or more is recommended. You are responsible for transportation to and from the Museum.

**I am a teacher at a private school. Can I still participate in the Education Program?**

Yes. We offer tours and educational materials for different grade levels and groups. It is helpful for us to know what area or unit of study your class is working on. Please email [education@maui.net](mailto:education@maui.net) for more information. Ideal group size of 25 or more is recommended. You are responsible for transportation to and from the Museum.

**I am a teacher at a Charter school. Can I still participate in the Education Program?**

Yes. We offer tours and educational materials for different grade levels and groups. It is helpful for us to know what area or unit of study your class is working on. Please email [education@maui.net](mailto:education@maui.net) for more information. Ideal group size of 25 or more is recommended. You are responsible for transportation to and from the Museum.

**I am part of a Homeschool Co-Op. Can I still participate in the Education Program?**

Yes. We offer tours and educational materials for different grade levels and groups. If you have a large amount of different ages and grade levels, please contact us to discuss curriculum that will best serve your students. It is also helpful for us to know what area or unit of study your class is working on. Please email [education@maui.net](mailto:education@maui.net) for more information. Ideal group size of 25 or more is recommended. You are responsible for transportation to and from the Museum.