

Children's PEACE Center Outreach Programs
"Museum Without Walls" In House Field Trip traveling program
SCHOOL SPECIFIC INFORMATION
WITH SUGGESTED SCHEDULES



This information is in addition to the "Site Visit Agreement", "Expenses and Suggested Agendas", and the "Introduction Letter" documents found in the Children's PEACE Center booklet introducing the outreach programs. It contains more detailed information that schools may find helpful for the "In House Field Trip" traveling program. (See Character Education Field Trips for another type of outreach program for schools.)

SUMMARY OF REQUIREMENTS

- Minimum of 2000 sq. ft. of space (not necessarily in one room). A gymnasium is perfect; we've met in cafeterias, theaters, assembly rooms, even in two classrooms, and hallways. (Check for fire codes in your area if you need to use hallways.)
- Four electrical outlets, preferably on different circuits to avoid overloading.
- One Volunteer, 18 yrs or older per every 4 children (Must be able to take min. of 1-2 hours training prior to giving tours) Teachers and aides are highly encouraged to stay with their class and be a Peace Guide or assist, so they can continue the peaceful learning experiences back in their classrooms. They are also requested to take the training.
- Name Tags on each child and volunteer. It is suggested that these be put on the children in the classroom prior to coming to the Peace Center to save time. Volunteers will receive a Peace Guide nametag during training.
- Maximum number of children per tour depends on number of volunteers provided. (Up to 100 children per session/hour if enough space and volunteers- 1 Adult for every 4 children)
- Kindergarten through Fifth Grade (normally). We do have exhibits appropriate for younger and older children if advance notification is given. Special needs children can be accommodated with counselors.
- Children tour by age/grade levels
- Insurance coverage provided by the school to cover all children and volunteers. This should be considered an "in-house" Field Trip, and planned accordingly.
- "Site Visit Agreement" signed by your school Principal or Counselor authorizing the Peace Center to be at your school.

SET UP

The Peace Center travels packed in a 7'x12' trailer pulled by a large Van. It is unloaded and set up on your site. Consideration needs to be given for adequate turnaround, parking, unloading and loading. The location needs to be indoors, secured with easy access, no steps, or with a ramp or elevator nearby. **It takes 4-5 hours to unload and set up and 3-4 hours to repack and load.** Normally setup is done on the Saturday prior to opening day of the Peace Center at the school. Adult volunteers (4-6) will be needed to help unload and set up the Exhibits. At the close, adult volunteers (2-4) will be needed to help take down, pack and load.

VOLUNTEERS

Classes “tour” by grade levels. If the Museum is set up in a large area, such as a gymnasium, there can be as many as 100 children per session/hour. But you **MUST** provide one adult volunteer (trained) for every 4 children. Therefore, you would need at least 25 Volunteer/Peace Guides per session/hour if you had 100 children at one time.

It is CRITICAL that ALL Peace Guides attend the training. Suggested resources for volunteers might be your local PTA, neighborhood, church, and community organizations, as well as the teachers, aids or other school helpers. Training is necessary for the benefit of the children as well as the teachers and volunteers.

HOW TO SCHEDULE

The actual schedule of the Peace Center sessions depend on the school hours and flexibility of the classes. Usually, one or two classes of the same grade go through at any single session. This is normally 25-50 children. It is recommended that if at all possible, a full hour to 90 minutes be provided for each session, with a lunch break for the volunteers and a 5-10 minute cushion between sessions to help in the movement of classes, as well as allow some cleanup before the next group arrives. As a rule of thumb, it is best to plan on about 100-150 children a day. So, if a school has 300 children, then it would take 2-3 days for all children to visit the Peace Center. Although maximum could be seven sessions a day to accommodate 100 children per session, it is not recommended, due to the heavy scheduling necessary and the amount of volunteers required.

See the **“Sample School Schedules”** following.

WHAT TO EXPECT

A short 10-15 minute introduction talk with the children begins their Peace Center experience. This helps them understand what they will be doing and what to expect. It also challenges them to work as a team at the exhibits and respect each other. The Peace Guides and Teachers are encouraged to listen attentively to this dialog to better prepare them to interact with the children. After their session, all grades and Teachers are asked to fill out a short survey. This is not mandatory but provides helpful information for the Peace Center staff, and insures the continuation of age appropriate exhibits.

Children need to understand that they will NOT be able to do everything. With only 1 hour or less, they will only get to do about 4-6 things. We have over 25 learning centers/exhibits. It takes 2 full hours to go to every station and do everything. But the children have a good time and do learn a lot about teamwork and being peaceful in that short timeframe with good trained Peace Guides.

ENDING THE VISIT

We encourage all schools to have an Open House at the end of the Peace Center schedule. The children become the Peace Guides when they return with their Parents. This gives the children a sense of pride in what they’ve done and allows the Teachers

and Parents to see how much they've actually learned. It also helps solidify the peace skills within the family unit. This also gives them an opportunity to do some of the exhibits they might have missed during their class session. An Open House is usually the evening of the last day or on the following Saturday. It can be anywhere from 2-8 hours in length. It could become a Community Peace Festival by inviting other peace-related groups to participate, or combined with a Book Fair or some other activity that will draw out the families. This can increase awareness of the schools intention to eliminate violence and promote peace within the community.

SAMPLE SCHEDULES

The following are actual schedules that have been used at various schools. For your particular school, you will need to take into consideration the start and end times of your school, lunch periods, and any required classes. The Peace Center experience could take the place of Gym and/or Art since the Peace Center includes physically active learning centers and various types of crafts.

Sample School Schedule 1. This was a school of about 300 children. They had all children in the same grade participate at the same time. About 150 children a day. There was actually a 5 minute break between each session for cleanup and to move one class out and the other in. With a lunch break scheduled in, no extra volunteers were needed.

MONDAY

8:00-9:00 Vol. Training
 9:00-10:00 Fourth Grade
 10:00-11:00 First Grade
 11:00-12:00 PNC (Sp. Ed)
 12:00-1:00 Lunch
 1:00-2:00 Second Grade

TUESDAY

8:00-9:00 Vol. Training
 9:00-10:00 Fifth Grade
 10:00-10:30 Pre-K
 10:30-11:00 LD
 11:00-12:00 Third Grade
 12:00-1:00 Lunch
 1:00-2:00 Kindergarten

Sample School Schedule 2. This school had 650 children and had to "push" them through in four days. About 175 children a day, some came through twice. This is a very tight schedule and required extra volunteers to cover for lunch and clean up as we went. This also did not allow any transfer time between classes, but it was workable. The schedule appears that the children had 45 minutes, but with transfer time and discussion time, they really only had about 30 minutes actual hands-on. The schedule was the same all four days for a total of 32 sessions. They held an Open House on Thursday evening since Friday the school was closed.

7:15-8:15	Volunteer Training		
8:15-9:00	Session 1	11:15-12:00	Session 5
9:00-9:45	Session 2	12:00-12:45	Session 6
9:45-10:30	Session 3	12:45-1:30	Session 7
10:30-11:15	Session 4	1:30-2:15	Session 8

Sample School Schedule 3 ** This was an ideal schedule and worked well for the volunteers as well as the children, giving them plenty of time to participate in more of the learning centers. Most classrooms came one at a time and had between 15-20 students. With this schedule and a large room, it could easily accommodate three classes of the same grade at the same time, as long as enough volunteers were available. This school held an Open House on Saturday.

7:30-8:30	Volunteer Training
8:30-9:40	Session 1
9:50-11:00	Session 2
11:10-12:20	Session 3
12:20-1:00	Lunch
1:00-2:10	Session 4

Sample School Schedule 4 This was a good schedule.. The Peace Center was divided into two sections - Be Me/Be A Community and Be Global/Be Earth-Wise. The classes were scheduled by section, so that each of the 425 children actually came through twice. This took a lot of scheduling to assure the classes went to both sections. But it proved to work and allowed the children more time in each of the sections. They had two classrooms in most sessions or approximately 40 children at a time. This school held an Open House on Friday evening following their week.

7:45-8:45	Volunteer Training	
8:45-9:35	Session 1	11:45-12:35 Session 4
9:35-10:25	Session 2	12:35-1:25 Session 5
10:25-11:15	Session 3	1:25-2:15 Session 6
11:15-11:45	Lunch	2:15-3:05 Session 7

Sample School Schedule 5 ** This was a very good schedule for an extremely large group. Although there are only three sessions, this was held in a very large arena and schools bussed in to the location. Each session had over 100 students participating, in addition to the teachers, and parent helpers. This allowed training each day for the volunteer/peace guides because there were so many required, this worked out well. It also allowed time between sessions for the students to gather for busses and the discussion time. With this schedule over 900 students were seen in a three day timeframe. Warning: This could only be done in a very large area with lots of scheduling of volunteers, bus drivers, and schools that are nearby. The students still had plenty of time to participate in many of the learning centers. An Open House was held two evenings in a row near the end of the "week".

8:30-9:30	Volunteer Training
9:45-11:00	Session 1
11:15-12:30	Session 2
12:30-1:15	Lunch
1:15-2:30	Session 3