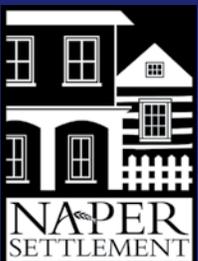


# Naper Settlement

Time  
Travel Trip



## Teacher's pre-visit guide



Everything you need to  
know before your class visit

## Welcome

### Thank you for choosing to visit Naper Settlement for the Time Travel Trip!

As you explore our village, you will see representations of the way people lived in Northern Illinois in the 19<sup>th</sup> and early 20<sup>th</sup> centuries. Naperville was settled in 1831 and our village represents that time period through 1907.

We hope that you enjoy learning how early pioneers lived, how people earned a living, what life was like in Victorian times, and how Naperville grew and prospered. Have a great visit!

- ✓ Please take a moment to review this field trip planning guide.
- ✓ Copy these materials for each classroom teacher registered to visit with your group or print them from our Web site.
- ✓ Explore and enjoy what Naper Settlement has to offer!



### Preparing your team for a great visit!

- \* Share this information with each teacher registered.
- \* Check off the "Things to do..." list before you leave school and when you arrive.
- \* Plan your visit and time using information on our Web site.
- \* Review the payment and refund information.
- \* Organize your class.
- \* Dress for the weather.
- \* Have fun with history!



### Contacting Naper Settlement

523 S. Webster Street, Naperville IL 60540

Main Office: 630.420.6010

Tour Coordinator: 630.420.4161

E-mail: [group tours@naperville.il.us](mailto:group tours@naperville.il.us)



## ✓ THINGS TO DO

### ...before you visit

- Check your confirmation letter to be sure that all information is correct.
- Notify Naper Settlement of any individuals with special needs.
- **READ & COPY** this check list and other materials to **EVERY** teacher registered with your group.
- **PAYMENT** and completed reservation contract should be returned to Naper Settlement two weeks in advance of visit date or by date indicated on form.
- Visit Naper Settlement's Web site for an overview of buildings and grounds at [www.napersettlement.museum](http://www.napersettlement.museum).
- Talk to chaperones about their responsibilities with your students.
- Remind students and adults to dress for the weather.
- Organize your classes. Do not subdivide your classes.
- Copy directions for drivers.

Each class registered will stay together while visiting Naper Settlement.

## ✓ LUNCHES - Each teacher should:

- Make sure all individual lunches are labeled.
- Gather all lunches in a cardboard box or plastic bag and label with the teacher and school name.
- Assign adults and students to carry lunches off buses to designated lunch storage area.
- See next page for more information about lunches.

Naper Settlement will no longer provide bags for lunches not packed prior to arrival.

## ✓ THINGS TO DO

### ...when you arrive

- Lead teacher checks in with Naper Settlement staff at the group entrance. Students, additional teachers and chaperones should remain on the bus until greeted by Naper Settlement staff and are escorted off the bus.
- Designated adults and students carry lunches to lunch storage area. If you arrive with lunches not packed as requested (*see lunch information*), each student will need to carry their lunch while visiting.
- Make sure all teachers and chaperones know the appointed departure time.
- Each class registered should stay together. Do not divide your classes into smaller groups. Due to the large number of groups visiting the grounds, classes who subdivide will need to be turned away from touring buildings and asked to rejoin their original class.
- Enjoy a picnic lunch on any of the grassy areas on our grounds, or at the picnic grove.



## Web site information

- \* Visit our Web site for an overview of our grounds and historic buildings. Click the "Visitor Info" tab at the top, then choose "Tour the Village." You can also print additional copies of this document for your team of teachers - click the "Programs" tab, then "Teacher Information," then "Time Travel Trip Teacher Pre-Visit Guide."

[www.napersettlement.museum](http://www.napersettlement.museum)

## Take your students on a journey back in time at Naper Settlement...

### What will we see and do?

On your Time Travel Trip, you and your students will enjoy a self-guided exploration of our village—its historic homes, businesses, galleries and exhibit areas. In many of our historic buildings you will be greeted by a costumed staff member who will invite you in for an introduction to 19th and early 20th century lifestyles of a typical Northern Illinois town.



In addition to these staffed stops, there are buildings, galleries and exhibit areas that are designed to be fully self-guided. You will want to make sure to visit “Brushstrokes of the Past,” an interactive exhibit located in the lower level of the Pre-Emption House.

### How much time is needed?

Please allow at least two and a half hours plus time for a picnic lunch to visit the majority of Naper Settlement’s historic buildings and galleries. Your group is welcome to stay as long as your schedule permits or until 4 p.m.



If your time is limited, focus on the buildings that are most important to your curriculum. For a list of buildings and a map of Naper Settlement’s grounds, please visit our Web site at [www.napersettlement.museum](http://www.napersettlement.museum).

While visiting, please utilize our trained staff to help answer questions.

### Chaperone Information

A minimum of two adults is required for each classroom registered. This is generally the teacher and one additional adult. These required adults will be admitted at no charge. At your discretion, other adults may accompany your group for an additional fee per adult (see confirmation letter).

Teachers and adult chaperones are responsible for the behavior and discipline of their students at all times. At any time during your visit we may ask adult chaperones for assistance with discipline or any emergency situation that may arise with your group.

While visiting during pre-arranged school programs, we request that chaperones not bring younger children. This will allow chaperones to dedicate their full attention to your students.

We invite families to visit Naper Settlement again on another date.

### Special Needs

Naper Settlement is handicap accessible. Due to the nature of our village, several historic buildings have limited wheelchair accessibility.

If your class includes any individuals with special needs, please contact the tour coordinator at 630.420.4161 or [grouptours@naperville.il.us](mailto:grouptours@naperville.il.us) before your visit so that building access and grounds navigation can be discussed in-depth.

Additional chaperones required to assist individuals with special needs will be admitted at no charge, if confirmation of their attendance is made in advance.

### Organizing Your Classes

Each class will remain together while visiting Naper Settlement. Do not divide your class into smaller groups.

A ticket, in the form of a map, will be provided for each class registered (*please see your confirmation letter*).

If classes subdivide and attempt to visit buildings without the ticket, groups will need to be turned away at buildings and asked to rejoin their original class.

## Lunch Information

Groups visiting for the Time Travel Trip are encouraged to pack a brown bag lunch and enjoy an outdoor picnic on the grounds. Please be aware, picnic areas are not covered and indoor facilities are not available in case of inclement weather.



### Preparing your lunches at school

- \* Label all individual lunches. Each classroom teacher should gather all lunches in a cardboard box or plastic bag and label with the teacher and school name. (*Naper Settlement will no longer be able to provide bags for lunches not packed prior to arrival.*)
- \* Assign adults and students to carry lunches off buses to designated lunch storage area.
- \* Each class may eat lunch when they are ready. Retrieve your lunches from the lunch storage area when you are ready.
- \* If you arrive with lunches not packed as requested, each student will need to carry their lunch while visiting. Since food & drinks are not allowed in our buildings, lunch bags will be left outside while you tour buildings. Naper Settlement does not accept responsibility for lunches or their contents while they are unattended.



**Backpacks** - If your students are carrying their lunches with them in their backpacks, they will be asked to leave them outside while touring. Since packs are bulky, they can brush against irreplaceable artifacts in our buildings.



## Photography

- \* Your group is welcome to take as many outdoor photos and videos as you'd like. These make great memories of your visit to Naper Settlement.
- \* Indoor photography of any kind is not permitted.

## Weather



Naper Settlement is a 12-acre outdoor history museum and much of your visit will take place outdoors. Please watch the weather forecast and prepare your group accordingly.

Programs take place rain or shine. Poor weather does not mean cancellation of programs. Please do not cancel your trip without talking to us. We will contact groups promptly if we are canceling programming for that day.

No refunds or credits for future visits will be provided for groups who choose not to visit due to adverse weather conditions.



## Payment & Refund Info

- \* No deposits are required.
- \* Full payment is due two weeks before your scheduled date. All payments must be for exact amount due. No refunds or change from checks may be issued.
- \* NOTE: These group discounts cannot be combined with any other Naper Settlement offers such as discount coupons, memberships or season passes.

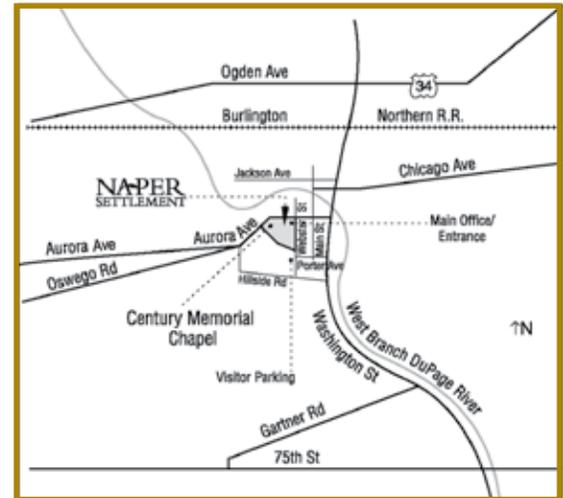


## Cancellation Policy

- \* Program cancellations must be made no later than six weeks in advance of your scheduled visit date or you will be billed for the entire program fee.
- \* As we often turn away schools due to a full reservation calendar, any group that "no shows" for a reserved program will be billed for the complete program fee.
- \* Lack of payment in advance of your program date does not constitute a cancellation.

*Please copy this page for each of your drivers.*

**Naper Settlement**  
**523 South Webster Street**  
**Naperville, IL 60540-6517**  
**630.420.6010**



## From the East

Eisenhower Expressway west or the Tri-State Tollway (I-294) to the Ronald Reagan Memorial Tollway (I-88) toward Aurora. • Exit at Naperville Rd. and make a right turn at end of exit ramp. • Proceed to Naper Blvd., turn right. • Continue south to Chicago Ave., turn right and proceed into downtown Naperville. • Turn left at Washington St. (south), go one block to Aurora Ave., turn right onto Aurora Ave. (west). • Go two blocks to Webster St., turn left on Webster St. • Pull buses into the curb cut-out for unloading.

## From the North

Route 59 south to Aurora Ave. (East New York St. west of Rt. 59). • Turn left (east) on Aurora Ave., proceeding to Webster St. • Turn right on Webster St. • Pull buses into the curb cut-out for unloading.

## From the West

Take the Ronald Reagan Memorial Tollway (I-88) east toward Chicago. • Exit at Naperville Rd. • At the end of the ramp, turn right onto Freedom Dr. • Turn left on Diehl Rd. • Turn right on Naper Blvd. • Continue south to Chicago Ave., turn right and proceed into downtown Naperville. • Turn left at Washington St. (south), go one block to Aurora Ave., turn right onto Aurora Ave. (west). • Go two blocks to Webster St., turn left on Webster St. • Pull buses into the curb cut-out for unloading.

## From the South

Take the Stevenson Expressway (I-55) to I-355 (North-South Tollway). • Exit at Maple Ave. west. Proceed into downtown Naperville. NOTE: Maple Ave. will become Chicago Ave. after Naper Boulevard. • Turn left at Washington St. (south), go one block to Aurora Ave., turn right onto Aurora Ave. (west). • Go two blocks to Webster St., turn left on Webster St. • Pull buses into the curb cut-out for unloading.

## Bus Parking

After buses or vans are unloaded, drivers should proceed one block south to Porter Ave., turn right and park buses in the designated area on the north side of Porter Ave. The City of Naperville prohibits the parking of buses in the parking lot located at Webster St. and Porter Ave. and will issue parking tickets.

## Arrival by Car

If your group will be arriving in cars, please park in our parking lot located at the corner of Webster St. and Porter Ave. Walk north on Webster St. one block to the Pre-Emption House Visitor Center—the main entrance of Naper Settlement.

