

## SLOSS FURNACES FIELD TRIP INFO FOR TEACHERS

The guidelines below will help us assist your students in making their visit to Sloss Furnaces National Historic Landmark an enjoyable experience. Please read over them carefully, and if you have any questions, please contact our Education Coordinator Ty Malugani at [tyler.malugani@birminghamal.gov](mailto:tyler.malugani@birminghamal.gov).

### **DRESS**

All tours and iron pours take place outdoors. Please have your students and chaperones wear comfortable, weather appropriate clothes as well as shoes suited for walking. Long pants and closed-toed shoes are highly recommended for the iron pour trip.

### **WEATHER**

Since our tours are conducted outside, in the event of inclement weather it is highly recommended that you reschedule your tour. No tours will be given if lightning occurs. In the case of very light rain, tours can still take place, but make sure your students and chaperones dress appropriately. Should a tour need to be rescheduled on account of bad weather, please contact us no later than 24 hours before your scheduled field trip.

### **ARRIVAL**

Buses may unload students at the entrance of the Visitor Center and proceed to park either in the parking lot circle or on the main entry road in one of the two open parking areas. Typically, your group will start in the Visitor Center Educational Film Room for a brief introduction, unless otherwise stated by your Tour Guide.

It is important that groups arrive and are ready to tour at their designated time. If your group will need to use the bathroom prior to their tour and/or iron pour, please take this into account when scheduling your trip. We suggest all groups arrive 10 to 15 minutes before their scheduled start time so there is no rush.

**It is imperative that your group is ready to tour at your scheduled time,** especially for iron pours. Groups that are more than 15 minutes late run the risk of missing the iron pour experience in its entirety. If this is the case, your group will still be responsible for all fees associated with your iron pour. For groups not experiencing an iron pour, being late may cause your tour to be shortened or cancelled. Please contact either the Front Desk (205-254-2025) or the Education Coordinator (205-254-2254) if your group is running late so we can try to plan accordingly.

### **GIFT SHOP AND RESTROOMS**

If your group would like to visit the gift shop, you **MUST** let us know prior to the day of your trip. Please allow additional time outside of your scheduled time for your students to shop. Only **5 students** are allowed in the gift shop at one time, and **one school staff member** must be with the students while in the gift shop.

Students must be **accompanied by an adult** while using the restrooms. Please only allow **7 students** at a time in each restroom.

### **LUNCH**

If your group would like to eat lunch at Sloss Furnaces before or after your tour, you **MUST** let

us know so we can plan accordingly. We will not be able to offer the picnic area if you had not reserved it prior to the day of your trip. The eating area is at the Spray Pond near the entrance of the site. If you are eating lunch after your tour, buses can drop off lunches in a number of ways. They can park on the short gravel road between the Spray Pond and the end of Casting Shed #1. **Buses can only park in this area during lunch, not before.** They can drop off lunches at the entrance of the short gravel road, and then park in the closer of the two open parking areas on the main entry road. Or they can remain parked in the closer of the two open parking areas on the main entry road and have the students pick up their lunches on the way to the Spray Pond. Please let us know which of these options works best for you. **Chaperones will not be allowed to park in or around the lunch area.**

Unfortunately, we have had to limit lunch groups. For an iron pour trip, only one school will be allowed to eat lunch on site. It will be first come first serve. Also, only **2 buses** will be allowed to park in the lunch area, so make sure you can fit all lunches on 2 buses if you bring more than that.

Trash cans and restrooms will be available around the Spray Pond and throughout the site.

### **CHAPERONES**

Chaperones should be actively engaged with their students at all times and, with the teachers, responsible for student behavior. For iron pour trips, we require groups to limit the number of chaperones that attend your field trip to Sloss Furnaces. This is because we have very large groups on these days and large numbers of chaperones hinders the educational experience of the students. We ask that parent chaperones be limited to 2-3 adults per class or per 25 students.

For non-iron pour trips, this policy is a little more flexible. However, we still ask that you limit chaperones to 20-25 if possible. Please contact Ty Malugani, our Education Coordinator at [tyler.malugani@birninghamal.gov](mailto:tyler.malugani@birninghamal.gov) to discuss the chaperone policy and work out a number for your trip.

### **PAYMENT POLICY**

Check or cash payment is accepted and should be paid no later than arrival for your tour and/or iron pour. Checks can be made payable to Sloss Furnaces Foundation. We also accept credit card payment, however we will have to add a 3.5% fee to the total (what we are charged for using a credit card).

If the number of students in your group changes after the point that you received an invoice, please contact the Education Coordinator to notify him about the changes.

### **LASTLY...**

All school rules apply at Sloss Furnaces. In order for everyone to have a safe and enjoyable experience, please respect all barriers, signs, and rules as posted or given by museum staff and tour guides. Should any member of your group chose to violate barriers, posted signs, or pose a risk to safety, we reserve the right to dismiss the group.

We look forward to having your group visit Sloss Furnaces National Historic Landmark and hope you have a fun and educational time!