



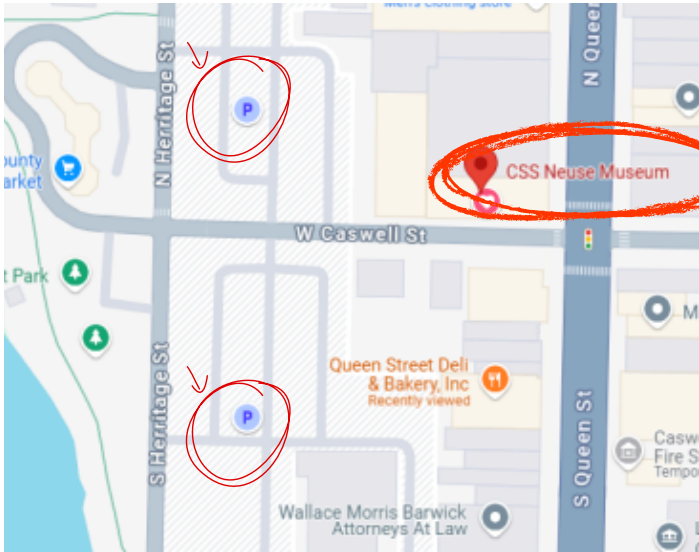
Field Trip Information for Chaperones



Pre and Post Visit Materials

Educational lesson plans are available on our [website](#) for various grade levels.

Hours of Operation and Parking



The CSS *Neuse* Museum is open Tuesday through Saturday, from 9:00 am until 5:00 pm.



Parking for cars is located in front of the CSS *Neuse* Museum on Queen Street, and behind the museum on Hermitage Street. Bus parking is behind the museum on Hermitage Street. Students may be dropped off on Caswell Street, which is the road directly beside the museum.

Group Check-in

Your group should remain on the bus while your group leader registers at the Information Desk located directly inside the CSS *Neuse* Museum. Site staff will greet the group and have students go into the A/V room to watch the orientation film. This may change depending on the size of the group. Site staff will review the rules and other pertinent information.

Lunch

We have decided to discontinue offering groups the option of having lunch at the museum. We apologize for any inconvenience. Neuseway Nature Park and Pearson Park, both located near the museum, offer picnic tables and playgrounds. Neuseway Nature Center has a covered picnic shelter, but reservations must be made in advance by contacting the center directly.



Neuseway Nature Center/Park: (252) 939-3367



401 W Caswell St, Kinston, NC 28504

Contact Information

CSS *Neuse* Museum: cssneuse@dnrc.nc.gov

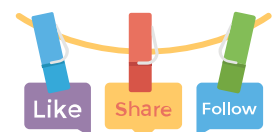
Rachel Kennedy: rachel.kennedy@dnrc.nc.gov

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Chaperone Information

Chaperone Guide- Exploring the CSS Neuse Museum

Quick Rules & Safety Checklist

- **Eyes on Your Group:** Keep your assigned small group (usually 4–6 students) with you at all times. They must remain within your arm's reach or line of sight.
- **Walking Feet Only:** The museum paths wrap around a massive, authentic wooden ship hull. There are low barriers, glass displays, and elevated walkways. No running or climbing is permitted.
- **Two Hands on Railings:** When walking on the viewing platforms overlooking the remains of the ironclad and going up and down the stairs to view exhibits on the mezzanine, remind students to hold onto the railings with both hands. Make sure they are not pushing or racing other students on the stairs.
- **Look, Don't Touch (Unless Allowed):** Students may not touch the large wooden hull or glass display cases. However, look out for colorful hands to show where hands-on interactive stations are located, where touching is actively encouraged!
- **Voices at a "Level 2":** Remind students to use their indoor museum voices (quiet, conversational tones) so other visitors and school groups can hear the museum guides.



Restrooms and Gift Shop



Located near the main entrance lobby. It is best to take your entire small group for a quick bathroom break before heading into the main museum gallery. Our gift shop is located in the lobby. If you have several classes coming to visit, please have each student complete a gift shop order form. Once the money is collected at school, please contact the site, and we will pick everything up and ensure all orders are ready and separated by class for the day of your field trip. Parents will have time at the end of the field trip to shop if they wish.

Sensory Overload?



This museum is KultureCity Sensory Inclusive Certified. If a student in your group seems highly overwhelmed by noise or crowds, alert a teacher or museum staff member immediately to borrow a sensory bag with noise-canceling headphones or to find a quiet space.

Teachers, Chaperones, and Parents- Please Read

Please ensure that teachers and chaperones participating in the museum field trip are clearly identifiable, such as through color-coded shirts with school names or by wearing lanyards and backpacks, so staff and volunteers can easily identify them. If representing a private school with a large group, make sure the museum staff knows the designated person in charge for each class. If you are a private or homeschool group bringing a large group, divide students into smaller classes beforehand to make management easier. Teachers, chaperones, and parents should avoid using phones during activities; if answering a call is necessary, do so away from sessions to prevent disruptions. Parents supervising younger siblings of field trip participants are responsible for their children's safety and minimizing disruptions at activity stations. Finally, earlier this year, some scheduling conflicts led to miscommunication between site staff and participants in a field trip. To avoid this, designate a main point of contact to coordinate the trip. Our team is committed to making every effort to accommodate groups; however, circumstances beyond our control, such as staffing shortages and last-minute modifications, may occasionally prevent us from fulfilling these commitments.