

**Arrival Packet  
2022-2023**

# SCHOOL TOURS ABOUND!

# Guide Contents

- 03** Important Arrival Information
- 04** School Visit Guidelines
- 06** Ticket for Check-In (must print)
- 07** Driving Directions
- 08** Drop-off Map

## Arrival Information for School Group Tours

Please read carefully before your visit and share with driver(s), other teachers, and chaperones.

### Drop-Off

- Enter through the Andrews Drive gate and proceed to the right through the roundabout.
- When you begin to proceed up the hill unload the students at the designated spot on the right. A museum employee will be there to assist.
- Students can unload at the designated spot with a sign between the parking deck and museum. A museum employee will be there to assist.

### Check-in and Payment

- The main contact should check-in at the admissions desk, located inside the main entrance of the museum.
- Schools cannot check-in until 9:50am.
- Payment may be made by credit card.

### Parking

- School bus parking is available on-site. A Security Guard will be available for assistance.
- Park in the uncovered brick lot that is located on your right. It is in between the roundabout and the parking deck.
- Vans can park in either the parking deck or in the uncovered lot next to the deck.
- Cars should park in the parking deck.

### Cancellations

- Full payment is required 3 weeks prior to your visit to guarantee your reservation for all tours. If booking less than 3 weeks in advance, full payment is due immediately.
- Confirmation of day and time will be sent via email. Please bring your confirmation with you on the day of your tour to ensure the group rate.
- Please choose tour dates carefully. There is a \$25 administrative fee should you need to reschedule your tour. You must notify the Atlanta History Center at least 3 days in advance to reschedule. With advance notice, your payment can be applied to a new tour date, plus the administrative fee.

## School Visit Guidelines

We want you and your students to have the best possible experience at Atlanta History Center. The following information should answer most of your questions. If you have further questions, please call 404.814.4110 or visit our website at [atlantahistorycenter.com](http://atlantahistorycenter.com).

### Chaperones

- Chaperones are essential to the success of any school tour.
- Guided tours require one adult per 10 students.
- Self-Guided tours require one adult per 5 students.
- Teachers/Chaperones must stay with their group at all times.  
They are responsible for the safety and behavior of their group.
- Atlanta History Center Security staff may monitor the behavior of a group.
- Please make sure that all cell phones are turned off during your tour.

### Museum Rules

- Students must stay with their group at all times.
- An adult must accompany any and all students if they leave for any reason.
- Please keep your hands to yourself. Help us preserve museum artifacts for future generations!
- No gum, food, or drinks are allowed in the museum.
- These guidelines apply to outdoor tours, as well as indoor tours.

### Safety Procedures

#### Atlanta History Center Is

- Following CDC public health guidelines
- Disinfecting public areas regularly
- We encourage non-vaccinated individuals to continue to wear a mask.
- Placing plastic barriers at close contact areas
- Limiting our capacity to allow adequate space to social distance
- Posting helpful social distancing markers and signs
- Implementing touchless ticketing
- Promoting a low touch experience—some interactives are closed

### Safety Guidelines

- Stay home if you do not feel well or are exhibiting symptoms of COVID-19.
- Practice social distancing.
- Wash your hands frequently and practice good hygiene when coughing or sneezing.
- Follow all AHC staff instructions.

### Lunch

- Indoor lunch facilities are not available.
- Outdoor picnic areas are available (first come, first served).
- In the case of inclement weather, lunches can either be eaten on the bus or back at school.
- School box lunches must be left on the bus until lunch time.

### Inclement Weather

- Please ensure that students are dressed appropriately, according to the daily weather report.
- In the event of severe weather, outdoor activities will not be substituted indoors, your tour will be rescheduled.
- If schools are closed due to weather your tour will be rescheduled, or you will receive a full refund.

### Medical Needs

- If any student requires medication, please bring the necessary items with you.
- Basic first aid kits are available throughout Atlanta History Center.

### Accessibility

- The Atlanta History Museum and McElreath Hall are accessible to people with disabilities.
- Paved paths and ramps allow access to most of the site. Some historic sites used during school tours are not wheelchair accessible.
- For more information on accessibility, call 404.814.4110.

### Museum Shop

- Museum Shop only accepts credit cards for purchase.
- The gift shop is located near the entrance to the museum, with items selling for \$1 and up.
- We do ask that an adult accompany 5 students at a time on their visit to the shop.

## School Group Admission Ticket

Must have for entry to Atlanta History Center.

Name of school

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Person responsible for the school group

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- ☐ I have read all of the arrival information
- ☐ I have assigned groups to chaperones prior to arrival  
(Assigned groups must be on the same bus)
- ☐ I have provided the chaperone policies to all adults

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Please complete one form per bus on the day of your visit to help ensure accuracy and to expedite admission.

Does your bus have any aides accompanying special needs students?

- ☐ Yes
- ☐ No

How many students are on the bus?

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How many adults (including teachers) are on the bus?

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One adult (including teachers) for every 10 students are allowed free of charge.

## Directions

### To Andrews Drive Entrance

#### From north of Atlanta going south on I-75

Take I-75 south to the West Paces Ferry Road exit 255. At the end of the exit ramp, turn left onto West Paces Ferry Road. Go approximately 2.8 miles. Turn right into the front entrance of Atlanta History Center and proceed to the right down the hill.

#### From north of Atlanta going south on I-85

Take I-85 south to the Cheshire Bridge/Lenox Road exit 88. At the end of the exit ramp, turn right onto Lenox Road. Go approximately 1.9 miles until Lenox intersects with Peachtree Road. Turn left onto Peachtree Road. Go approximately two miles. At the intersection of Peachtree, Roswell, and West Paces Ferry Roads, turn right onto West Paces Ferry Road. Go through two traffic lights. After the second light, look for Atlanta History Center on your left. The entrance is the second opening in front of the building and then proceed down the hill towards the parking deck.

#### From south of Atlanta going north on I-75 (or from downtown)

Take I-75 north to the West Paces Ferry Road exit 255. At the end of the exit ramp, turn left onto Northside Parkway. At the next light, turn right onto West Paces Ferry Road. Go approximately 2.8 miles. Turn right into the front entrance of Atlanta History Center and proceed to the right down the hill.

#### From south of Atlanta going north of I-85

Take I-85 north. (I-85 and I-75 come together in downtown Atlanta.) When I-85 and I-75 split, follow I-75. Take I-75 north. Then follow the directions listed above as “From south of Atlanta going north on I-75.”

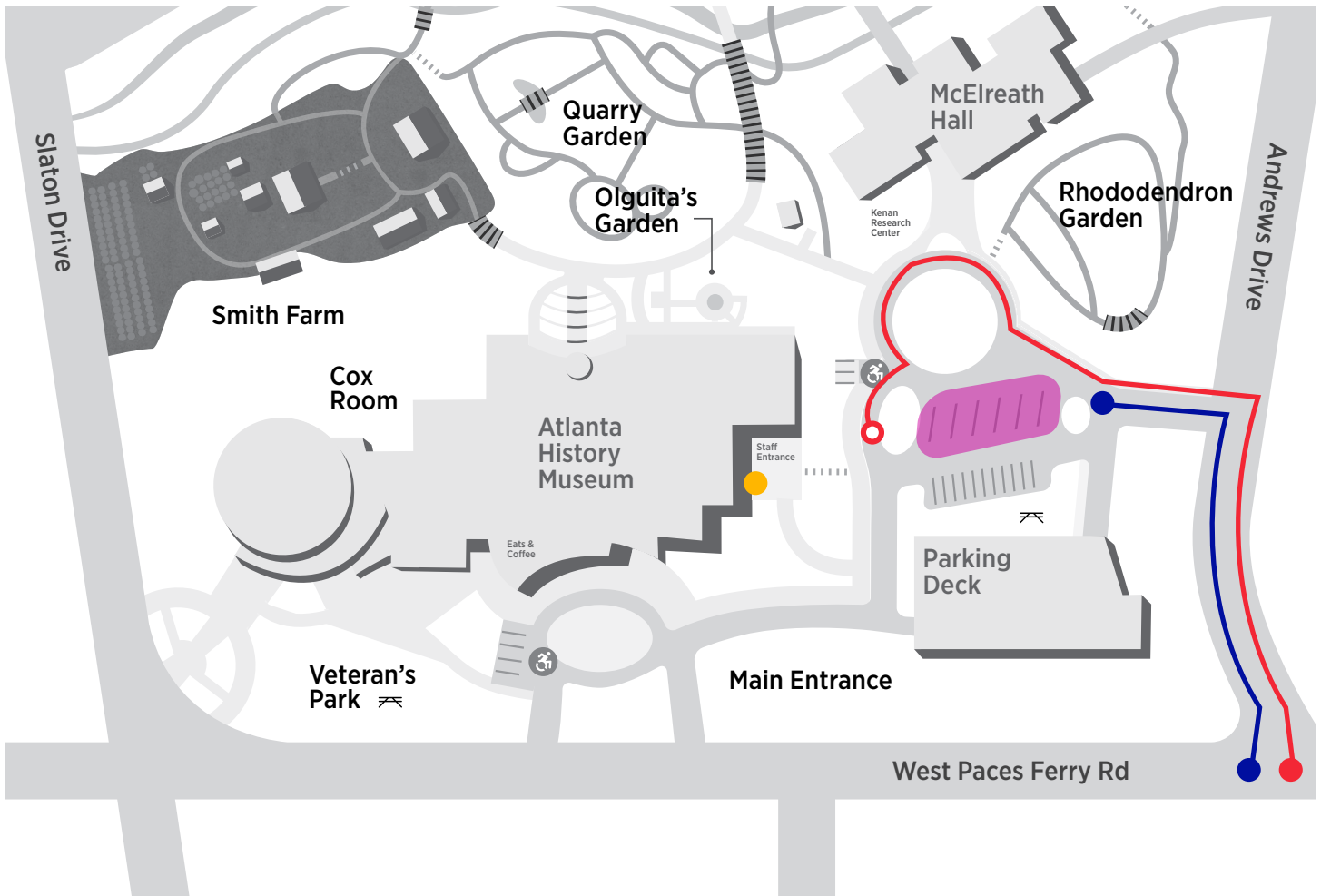
#### From downtown Atlanta

Go north on Peachtree Street (towards Buckhead). After approximately six miles, you will see a stone cathedral (St. Phillip’s) that looks like it’s in the middle of the road. Turn left onto Andrews Drive immediately before the cathedral. (Peachtree Road will curve sharply to the right at this point.) Stay on Andrews Drive until you come to the intersection with West Paces Ferry Road. Turn right onto West Paces Ferry Road. Turn right into the front entrance of Atlanta History Center and proceed to the right down the hill.

#### From 400 south

Take the Buckhead / Lenox exit; this is the first exit after the tollbooths. Turn right at the end of the exit ramp. At the second red light, turn left onto Piedmont Road. Turn right onto Peachtree Road. Go about one mile and turn right onto West Paces Ferry Road. After the second light, look for Atlanta History Center on your left. The entrance is the second opening in front of the building and then proceed down the hill towards the parking deck.

## Drop-off Map



- Drop-off Area
- Education Lobby
- Bus Parking
- Entrance Path
- Exit Path