



St. Augustine Lighthouse & Museum

Pre-Tour Packet

Thank you for choosing the St. Augustine Lighthouse & Museum for your school field trip. It is our hope that this packet will allow you and your students to fully utilize our resources during your visit.

Museum Rules

1. No running is allowed anywhere on the site or in any buildings.
2. No food, candy, beverages, or gum allowed outside of the museum store. An exception will be made for plastic bottled water with a cap.
3. *Nothing* is to be dropped from the top of the tower. This includes spitting.
4. Always stay with your group. Climbing chaperones are responsible for bringing students down from the top of the tower. Students are not to be left on any of the landings or left unattended in the courtyard or museum. An additional adult may be needed to supervise children who do not wish to climb the tower.
5. Please use your inside voices and respect our other visitors.
6. Please do not touch objects unless otherwise instructed.
7. Please do not take flash photographs. Excessive light damages historical objects.
8. Children must be 44 inches tall to climb the tower.
9. Due to safety concerns, groups are restricted to 35 people per tower climb.
10. Buses may park along the side of the road in front of the flagpole or across the street in the parking lot. All busses in the parking lot must turn off their motors. There is no parking in lot across the road on weekends or holidays. Please tell drivers, if necessary, that driving through the neighborhood is not possible. The St. Augustine Lighthouse & Museum is only accessible from Red Cox Road.
11. The Shipyard Play and Picnic Area are off limits to tour groups. This area is for young children who cannot climb the lighthouse and it is not suitable for a high level of traffic.

If you have any questions, then please contact Jill Titcomb at: 904-829-0745 ext: 223 or jtitcomb@staugustinelighthouse.org
For more information about the St. Augustine Lighthouse, visit us at: www.staugustinelighthouse.org



Information for Teachers

Location & Arrival – The museum is located on Anastasia Island in St. Augustine, Florida. Please try to arrive on time for your visit and call the museum if you are running late.

Payment – Full payment can be pre-paid or paid on the day of your visit. We accept checks, credit cards, and cash. Make checks payable to the St. Augustine Lighthouse and Museum. Please include your confirmation number on your check.

Cancellation – If you must cancel your program, please notify the museum as soon as possible by calling (904) 829-0745. We allow same-day cancellations due to inclement weather. However, we ask for two weeks' notice, in writing, of cancellation due to any other circumstance.

Dress – The tour occurs both indoors and out. Make certain that all students and adults dress appropriately for their experience. Northeast Florida's climate is warm for most of the year, and the activity of climbing the lighthouse steps can mean that students will need to drink plenty of water both before and after the climb. Winter temperatures can feel chilly due to coastal winds, and children may need jackets, hats, and gloves while at the top of the tower. **Please ensure all members of your group wear shoes with a back for the climb (no flip-flops please).** For their comfort, we suggest that you leave backpacks and other heavy items behind.

Getting Started – Please meet your guide at the white metal gate located to the left of the Visitors' Center main entrance. This area has wheelchair accessible restrooms and drinking fountains. Please give your guide a head count of the number of students and adults in your group, and sign the *Permission to Climb* form.

Accessibility Information/Safety – During inclement weather conditions, areas of the lighthouse tower or grounds will be closed for visitors' safety. For example, thunderstorms may mean your group will not be able to climb the lighthouse tower or high winds may prevent students from going out on the observation deck.

Students with Special Needs – The museum is constantly striving to improve accessibility and provide programs for those with special needs. Due to the historic nature of the buildings, however, not all exhibit areas are wheelchair accessible. Please let us know of any special needs your group has before the day of your tour by calling us at (904) 829-0745 so that we may provide appropriate programming or assistance.

Chaperones

Students must be chaperoned at all times and chaperones are responsible for student behavior. It is the responsibility of the visiting school to make sure all chaperones understand the museum's rules and regulations. Climbing chaperones are responsible for bringing students down from the top of the tower. Students are NOT to be left on any of the landings. Smoking is not permitted anywhere on the grounds of the St. Augustine Lighthouse & Museum.