

EL MUSEO DEL BARRIO

K-12 IN-PERSON/VIRTUAL GROUP PROGRAMS FAQ & GUIDELINES

How do I reserve a program?

Explore our current virtual and in-person group programs online and fill out the Virtual K-12 Group Visits Request Form or the In-Person K-12 Group Visits Request Form. Upon completion, you will receive an automated response confirming receipt of your request. An official email, based on availability, will follow confirming your reservation. To complete your reservation, please confirm the receipt of this email. Please be sure to share reservation details with your students, parents/guardians, and co-teachers.

How far in advance do I need to request a reservation?

We recommend that you submit your program request at least three weeks in advance, as there is limited availability and programs are first come, first serve.

Are El Museo's Programs interactive?

Yes, El Museo's Tours are designed to encourage inquiry and dialogue and can include workshops that provide opportunities for art-making. Our highly trained Museum Educators use multimodal and interactive techniques to engage students in dynamic learning opportunities.

How many students and chaperones can attend a Program?

For In-Person visits there is a maximum of 25 students per program. We require one chaperone per ten students for elementary, middle and high school. For Virtual Programs there is a maximum of 35 students per program and we require one chaperone per group.

How much does each program cost?

Prices vary based on the selected program and group type.

Virtual and Onsite Rates:

Title 1 NYC Public School Policy: El Museo offers a limited number of free group programs for NYC Title 1 schools. One class per grade, per semester is eligible for this opportunity. All groups thereafter will be charged according to the rates below.

K-12 Exhibition Tour

The 60-minute Tour includes an inquiry-based discussion and a sketching, movement or writing activity.

- NYC Public School: \$125
- Private Schools/Non-NYC Public Schools: \$175

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K-12 Exhibition Tour & Workshop: The 90-minute Tour and Workshop includes an inquiry-based tour in the galleries and art making workshop.

- NYC Public School: \$175
- Private Schools/Non-NYC Public Schools: \$225

K-12 Cultural Celebration Workshop, Storytelling Program and Around the Block Walking Tour (90 minute program):

- NYC Public School: \$175
- Private Schools/Non-NYC Public Schools: \$225

How do I pay for the Program?

Upon confirmation of your program, you will receive a price quote for your review and **you will receive a separate email with your invoice from our billing department with instructions to make payment.** Payment must be received at least two weeks prior to your scheduled visit date in order to keep your reservation, or it will be subject to cancellation. El Museo accepts payments by check, credit card, and purchase orders. For more information regarding payment by credit card and purchase order, please email groupvisits@elmuseo.org. Checks made payable to El Museo del Barrio may be sent to the following address: El Museo del Barrio Attn: Finance Department Re: Group Visits 1230 Fifth Avenue New York, NY 10029.

What if my group shows up late for a Virtual or In-person program?

If you anticipate that your group may be late for the program, please notify the Education Department at groupvisits@elmuseo.org. In the event that your group shows up more than twenty minutes late, please note that we reserve the right to cancel your program.

What is the cancellation policy?

Because we have a limited number of program opportunities, cancellations impact our ability to serve other groups. Please note that if the program is canceled less than five business days prior to the program, prior payment will be non-refundable or a cancellation fee will apply based on the program rate, **including for Title 1 schools.** All cancellation notices and rescheduling requests must be e-mailed to groupvisits@elmuseo.org with the subject line "Booking Cancellation".

Please check www.elmuseo.org for updates. If you have additional questions, please contact groupvisits@elmuseo.org.

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