

EL MUSEO DEL BARRIO

K-12 VIRTUAL GROUP PROGRAMS FAQ & GUIDELINES

How do I reserve a program?

Explore our current virtual group programs online and fill out the **K-12 Virtual Group Programs Request Form (link)**. 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 Virtual Programs interactive?

Yes, El Museo's Virtual Tours and Workshops are designed to encourage inquiry and dialogue and provide opportunities for art making. Our experienced Museum Educators use multimodal and interactive techniques to engage students in dynamic learning opportunities.

How many students and chaperones can attend a Virtual Program?

A maximum of 35 students and two adults per Virtual Program are allowed per session. Please note that at least one teacher must be present for the entire Virtual Program.

How much does each program cost?

Prices vary based on the selected program and group type.

Rates:

Title 1 NYC Public School Policy: El Museo offers a limited number of free virtual 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 Virtual Exhibition Tour

The 45-minute Virtual Tour includes an inquiry-based discussion and a sketching, movement or writing activity.

- **NYC Public School:** \$125 for up to 35 participants
- **Private Schools/Non-NYC Public Schools:** \$175 for up to 35 participants

K-12 Virtual Exhibition Tour & Workshop:

The 60-minute Virtual Tour and Workshop includes an inquiry-based discussion and art making workshop.

- **NYC Public School:** \$175 for up to 35 participants
- **Private Schools/Non-NYC Public Schools:** \$225 for up to 35 participants

K-12 Virtual Cultural Celebration Workshop, Storytelling Program and Around the Block Virtual Walking Tour:

- **NYC Public School:** \$175 for up to 35 participants
- **Private Schools/Non-NYC Public Schools:** \$225 for up to 35 participants

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What are the Zoom protocols for Virtual Programs?

El Museo will use Zoom as the platform for the virtual program. The confirmation email from the Museum will include Zoom protocols, log-in information, and recommendations on how to best prepare for the program. If you prefer another platform (non-Zoom), please let us know your preference on the reservation form.

How do I pay for the Virtual Program?

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 the 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 Virtual Program opportunities, cancellations impact our ability to serve other groups.

Please note that if the program is cancelled less than five business days prior to the virtual program, there will be a \$125 cancellation fee. All cancellation notices and rescheduling requests must be e-mailed to groupvisits@elmuseo.org with the subject line "**Booking Cancellation**".

Do you have materials available for pre- and post-visit for classroom use?

Yes, a variety of digitized educator resources are available on our website at <https://www.elmuseo.org/for-educators>

How would I schedule an on-site group tour?

On-site tours at El Museo are currently suspended, until further notice, to ensure the health and safety of staff and visitors. Please check www.elmuseo.org for updates.

If you have additional questions, please contact groupvisits@elmuseo.org.

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