

EL MUSEO DEL BARRIO

K-12 Virtual Group Visits FAQ & Guidelines

How do I reserve a program?

After you complete the [Virtual K-12 Group Programs Request Form](#), you'll receive an automated response stating that we received your request. We will then send you an email to confirm, based on availability. Please respond to the email to complete your reservation, and 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 two 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 creative activities. Our experienced Museum Educators will use multimodal and interactive techniques to engage students in dynamic learning opportunities.

How many students and chaperones can attend a Virtual Program?

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

How much does each program cost?

The cost for each Virtual Group Program varies, based on the selected program and group type.

Rates:

Title 1 NYC Public School Policy:

El Museo offers one free virtual program per grade, per semester for all Title 1 NYC Public Schools. All groups thereafter will be charged according to the rates below.

K-12 Virtual Exhibition Tour:

The 60-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 75-minute Virtual K-12 Tour and Workshop includes an inquiry-based discussion and artmaking 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:

The 75-minute Virtual K-12 Tour and Workshop includes an inquiry-based discussion and artmaking workshop.

- **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?

Once your request is confirmed, we will send you an email with more details, including Zoom protocols, to let you know what will be needed to prepare for your Virtual Program. If you prefer to use your own meeting platform, please note that El Museo staff will request to join as co-hosts.

How do I pay for the Virtual Program?

Payment must be received at least two weeks prior to your scheduled visit date to keep your reservation, or it will be subject to cancellation. El Museo accepts cash, check, credit card, and purchase orders. Checks made payable to El Museo del Barrio may be sent to the following address:

El Museo del Barrio
Attn: Education/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 Assistant at groupvisits@elmuseo.org. If 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. For more information visit <https://www.elmuseo.org/for-educators>.

How would I schedule an on-site group tour?

El Museo is not scheduling on-site group tours for the 2020-21 academic year. We add information to our website regularly, so please check www.elmuseo.org for any updates.

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