

PRE-VISIT PACKET: SCHOOL GROUPS

Thank you for scheduling a visit to the Montclair Art Museum!
Please review the following information carefully.

TWO WEEKS BEFORE YOUR VISIT

Confirmation and payment

- Please sign the confirmation letter to signify your agreement and return it to the Manager of Education Programs with the \$40 booking fee. The booking fee is not refundable.
- Admission is due the day of your visit. Please pay with credit card, cash, or a check payable to the Montclair Art Museum.
- If you need to change or cancel your reservation, please let us know as soon as possible (see Museum Policies).
- Please let us know beforehand if members of your group have special needs, are English language learners, or require assistance in any way so we may create an inclusive and welcoming experience!
- Specific requests must be made in advance or they might not be accommodated.



Give students an overview of the exhibitions on view

- A link to the educator guide is included with this communication.
- Check the Museum website to learn more about exhibitions on view at www.montclairartmuseum.org.

Student reminders for a successful visit

- Be considerate of other visitors.
- Use inside voices in the Museum, especially when other programs are going on.
- Questions and comments are great! Please raise your hand when you want to speak and listen quietly when others are talking.
- Refrain from running in the Museum.
- Be respectful to the docent and art instructor leading your group.
- Be respectful to the Museum security staff; they are here to keep you and the artworks safe!
- Be respectful of the collection and do not touch artworks or lean on the displays and walls.

GROUP SIZE

- Groups must have a minimum of 6 students and a maximum of 50 students for a guided tour.
- All groups visiting the Museum are required to have a minimum of 1 adult for every 10 students and may have a maximum of 5 adults for every 10 students.
- Students must be supervised by chaperones at all times.
- If you are bringing more than 15 students, we require that they be divided into smaller groups to facilitate the flow of activities. The Manager of Education Programs will let you know the number of groups needed in your final confirmation notice.
- Please divide your students into groups and assign the chaperones accordingly before your arrival.

MUSEUM ARRIVAL

- Please plan to arrive 15-20 minutes before your scheduled time.
- Free bus parking is available in the Museum parking lot that is accessible from South Mountain Avenue.
- Students should enter through the Nathaniel C. Harris Jr. Entrance, next to the parking lot, unless instructed otherwise by the Manager of Education Programs.
- Please assign one person to precede the group into the Museum, providing an accurate count of participants and payment, if it has not been made prior to arrival.
- Be sure to bring a copy of your confirmation letter.
- Please ask the bus driver to park in the Museum parking lot after drop-off and turn the engine off. Idling in NJ is prohibited for more than 3 minutes (NJ Administrative Code, Title 7, Chapter 27). The bus driver is welcome to come inside the Museum building and wait there until pick up time. If the Museum galleries are open to the public, the bus driver can visit the galleries free of charge.

DURING YOUR VISIT

- Restrooms, drinking fountains, and coat checkroom are located next to the lobby on the first floor.
- Encourage children to use restrooms before the tour begins; each restroom can accommodate up to 6 people at a time.
- Chaperones should escort children in small groups to avoid creating congestion outside the restroom area.
- Backpacks, large tote bags, and large purses cannot be taken into the galleries. Please leave them in the coatroom or in the bins provided by the Museum.
- No photography is allowed in the galleries or pens of any kind.
- Graphite pencils are allowed for writing and sketching activities. The Museum will provide sketching and writing material upon advanced request.

ACCESSIBILITY

- Please let us know about any special needs or disabilities when scheduling your tour. We look forward to welcoming your students!
- The Harris Entrance and the front entrance are both wheelchair accessible.
- The restrooms and coatroom are accessible via a wheelchair lift.
- One restroom is accessible on the lower level without using the lift.
- The galleries can be accessed by stairs or elevator.

DINING

- The Museum doesn't have a cafeteria and there are no indoor dining facilities.
- Outdoor grass areas are available for picnic lunch for students. In case of inclement weather, limited lunch space may be available indoors, but advance reservation is required.
- Food and drinks, including water bottles are not permitted in the galleries. This includes all candies and gum.

THE STORE AT MAM

- If you are planning to have your students visit the Store@MAM, they must be accompanied by a chaperone in small groups.
- Please leave enough time for shopping and checking out.
- Store hours are Wednesdays through Sundays, 12-5 p.m.

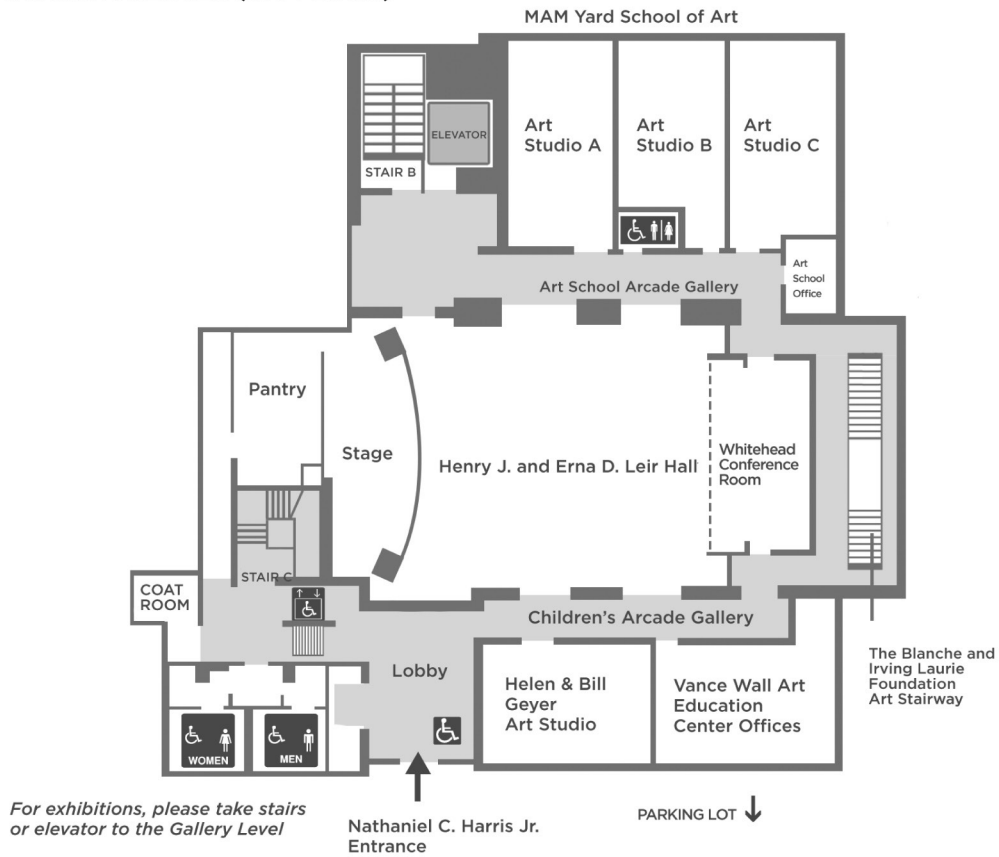
THE IMPORTANCE OF CHAPERONES

- Chaperones are key to a good Museum visit!
- You will have opportunities to assist in the education of children you are chaperoning and your interaction with these students is important.
- Students must stay with their chaperone at all times.
- You are welcome to join in discussion and encourage students' participation.
- Teachers and chaperones are responsible for maintaining discipline as you would in the classroom.
- Please do not text or make phone calls in the galleries or studios as it is distracting for docents, art instructors, students, and other visitors.

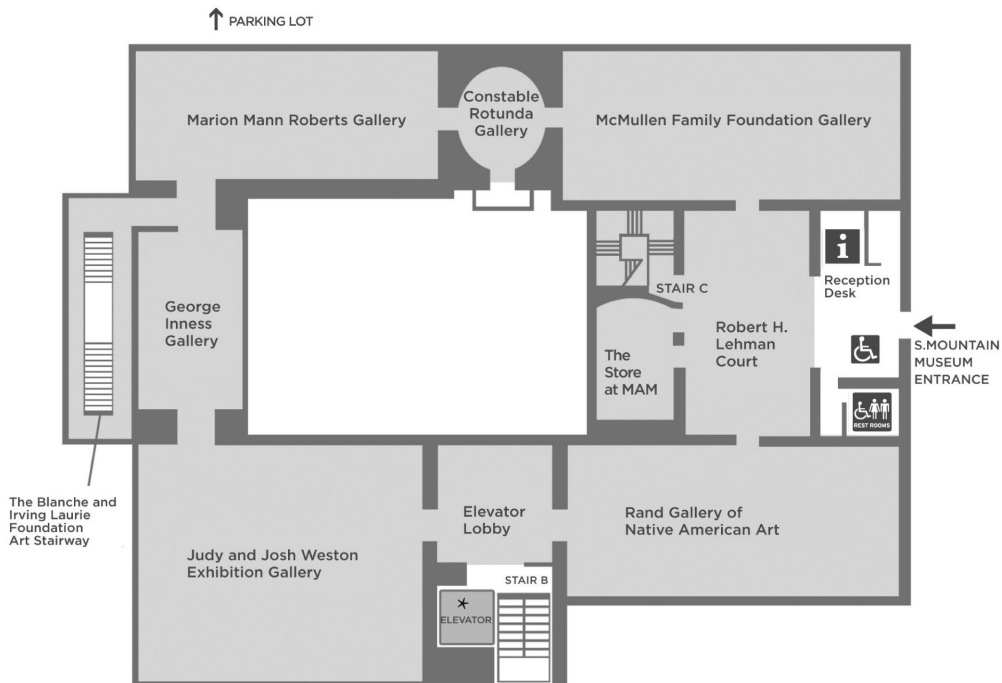
MUSEUM POLICIES

- Cancellation must be made at least 24 hours in advance. Booking fee is non-refundable.
- Payment in full is due prior to or the day of your visit.
- Groups that arrive more than 30 minutes late for their scheduled tour time will become self-guided tours without price adjustment, unless the Manager of Education Programs was notified in advance.
- In case of inclement weather, please check the Museum's website montclairartmuseum.org and/or the voice mail message after 7 a.m. weekdays and after 9 a.m. on weekends at 973-746-5555. If the Museum is already open, but will close early, the recording will be changed. Although school closings throughout the area will be taken into account as the decision is made about whether to close the Museum, the Museum's website and phone number are the ultimate source of information. If your organization closes due to inclement weather, please call the Manager of Education Programs at 973-259-5136 for notification and rescheduling.
- Groups engaging in behavior that may damage the exhibitions or disturb other visitors may be asked to leave and/or prevented from scheduling future visits.
- Membership discount on admissions does not apply to group visits.

**VANCE WALL ART
EDUCATION CENTER (1ST FLOOR)**



GALLERY LEVEL (2ND FLOOR)



LAB LEVEL (3RD FLOOR)

* Take elevator or stairs to 3rd floor

