



MOSAIC TEMPLARS CULTURAL CENTER

School Group Policy

The following guidelines will be used to schedule school groups to insure that all students receive a thought provoking and special museum experience.

1. Teachers should call in at least 2 weeks in advance of their desired visit date. The education staff is limited and slots fill up on a first come first serve basis.
2. Teachers will receive a confirmation from the Mosaic Templars Cultural Center education staff and this information should be reviewed by the teacher when it is received to insure that all information is correct.
3. School groups should arrive approximately 15 minutes prior to the assigned tour time. Groups arriving more than 15 minutes late may not be guaranteed their school program or tour.
4. School buses will pull up on the Broadway Street side of the building and students will enter through the classroom entrance. Bus parking is available on Arch Street (one block west of Broadway).
5. Each school group will be required to have 1 adult chaperone per 10 students (grades 4-12) and 1 adult chaperone per 8 students (grades K-3).
6. The minimum school group size is 10 students and the maximum school group size is 100 students per school per day. Groups of more than 30 students will be divided into small groups for tour and program purposes. Groups with fewer than 30 students will be divided into grade level groups: K-3 grade, 4-5 grade, 6-8 grade, 9- 12 grade. These group size limits are to ensure an optimal educational experience for all students.
7. The education staff should be notified at least (1) week in advance of a cancellation except in the case of the emergency.
8. The Mosaic Templars Cultural Center does not have grounds or facilities for students to eat lunch.
9. Flash photography is prohibited inside the building and in the exhibit space.
10. Large items such as backpacks, briefcases, long umbrellas, wet umbrellas, tote bags, and purses large than 13" x 17" will not be allowed inside the exhibit area and must be left in the classroom or on the school bus.
11. Sketching is permitted inside the museum but sketch pads must be 16" x 20" or smaller. Only pencils can be used in the exhibit area. Teacher and adult chaperones must be present while students are sketching.
12. Student assignments may be completed in the exhibit area but they must be completed in pencil.
13. No ink pens, sharpies, etc may be used! Students may not lean against exhibit walls or exhibit cases.
14. Teacher and adult chaperones must be present at all times.
15. Please notify us in advance if you need specialized information or assistance for students with disabilities in your group.