

MYSTICARTSCENTER

CREATIVITY CULTURE COMMUNITY

School Visits to the Arts Center *Planning Your Visit*

All groups larger than SIX (6) should call the Education Department to schedule an appointment to visit the Mystic Arts Center. Call (860)536-7601 ext. 210, or email education@mysticarts.org with your proposed date and time.

Staff-Guided Visits

A number of staff-guided programs are available to groups of children, in grades Pre-K – 12. See the Mystic Arts Center School Programs listing to choose the program which best suits your learning goals and discuss your choices while booking your visit.

Scheduling

All guided school visits must be scheduled a month in advance. Your visit will be confirmed in writing. If you have not received a written confirmation by two weeks before your scheduled date, please contact the Education Department.

Rescheduling

To change or reschedule a group visit, please call the Education Department at least two business days in advance. Rescheduling is allowed as space permits.

Cancellations

If you must cancel your scheduled visit, contact the education department at least two business days in advance of the trip, or as soon as you know of your change. Groups canceling with less than 24 hours notice may be required to pay the minimum booking fee of \$100. If your school has a delay, dismisses early or closes due to inclement weather, your visit is cancelled automatically.

Teacher Resources

Exhibition resources and lesson plans may be available to help teachers prepare students for their visit or follow up the visit in the classroom. Ask the Education Staff when booking your visit. We recommend at least one teacher from every school preview the current exhibition before students visit so that they are aware of what the group will be seeing. Teachers may visit during any public hours.

Staff-Guided and Self-Guided Visits

Group Visit Hours

Staff-guided Visits: Monday – Friday, 9:30 a.m – 2:30 p.m.

Self-guided Visits: Monday – Friday, 11 a.m. – 4 p.m.

Accessibility

The Center's galleries and studio are accessible to visitors with mobility limitations. Persons entering in wheel chairs should enter the studio entrance or galleries from their front doors respectively

Class Size Limits

60 students, with up to 10 additional chaperones

Fee

Staff-Guided Visits: \$10 per student, \$100 minimum

Self-Guided Visits: A "pay what you may" policy is in place, so no fee is required but is appreciated.

Chaperone Requirements

Grades 2 – 12: one adult per 15 students

Grades Pre-K, K, 1: One adult per 7 students

Chaperones are expected to stay with their assigned group at all times during their visit. They should help students to follow the Center's "Visitor Guidelines" and assist them during activities as needed or requested by MAC education staff. Chaperones are asked to give their fullest attention to group. Attached to this document is the "Note to Chaperones". Please copy it and share it with all chaperones on your visit.

Transportation and Parking

Visitors must arrange their own transportation to the Mystic Arts Center unless otherwise arranged. Parking is available in the Center's lot on a first-come first-served basis. There is no charge to you while you are visiting the Center. Drivers should tell the attendant they are visiting for a school program. Busses may unload at the front door. Busses should park, if possible, against the ledge directly to the right after entering our driveway.

Student & Chaperone Preparation

While not required, these preparations will only improve the experience for your students.

- Talk about where you are going and what is expected of students.
- Create name tags for students to wear during their visit.
- Review select rules from the Visitor Guidelines with your students.
- Hand out the "Note to Chaperones" to each chaperone before arriving.
- Teach a pre-visit lesson about "collections" or "museums".

Self-Guided Visits

We welcome school groups to the Mystic Arts Center with the appropriate number of chaperones. Call the Education Department at least two (2) weeks in advance to schedule your visit. Review this preparation material before visiting to ensure the quality of your visit. While groups six (6) or smaller do not need to schedule their visit, they should check the web site for exhibitions information and call the day of the visit to inform the Center's staff of their arrival.

Visitor Guidelines

Please review these expectations of behavior before your visit with your group. Consider reviewing some with your students as well and discuss expectations and proper behavior before their visit. Any of the below can be communicated in a positive way by suggesting alternatives to the behavior (eg. Let's keep hands by our sides in the galleries).

- No animals are allowed indoors or on the grounds, except for guide-dogs for the visually impaired.
- No running or playing in the galleries or on the grounds.
- No shouting – children should use “indoor voices”.
- No touching of the art.
- No entry or exit through any doors other than the main door or studio door, unless otherwise directed by staff.
- No public entry into offices, storage, collections, the library, or the kitchen, without staff escort or permission.
- No open food or drink in the galleries. Closed drinks (with caps, or in bottles) are allowed. Exception: anyone with diabetes or who must have food on hand for medical reasons.
- Shoes and shirts must be worn.
- Cell phone use is not allowed, except in designated areas. Visitors should keep conversations at a low volume out of courtesy for others. Designated areas include outdoors, or in the portico (the small gallery between Schuster and Halsey galleries, with the sliding glass door).

Photography

- Flash photography is not permitted. Photography without flash is permitted as long as it is for personal use only.
- No tripods or additional lighting is permitted without staff approval.

Sketching

- Sketching in dry media only is permitted.

MYSTIC ARTS CENTER

9 WATER STREET, MYSTIC CONNECTICUT 06355
tel. 860.536.7601 fax. 860.536.0610 www.mysticarts.org

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Note to Chaperones on Group Visits

*Thank you for agreeing to serve as a chaperone on your visit to the Mystic Arts Center!
We appreciate your time and effort.*

Please stay with your assigned group at all times during their visit. Help students to follow the Center's "Visitor Guidelines" and assist them during activities as needed or requested by MAC education staff. Give your fullest attention to the group; try to minimize anything that would take you away from this supervision (like a cell phone call or having a younger sibling in your care).

Below are the Visitor Guidelines we ask you and your students to follow.

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