

To Do Before Your Visit:

Confirm Your Transportation

Check the details and times on your bus confirmation emails. Arrive 15 minutes prior to your entry time prepared to store jackets, coats, and bags in the large bins provided for your group. All bags will be inspected by security. Groups cannot stay in the building after their scheduled tour time, eat lunch at the Barnes, or self-tour without prior authorization.

Philadelphia public and charter schools and Catholic schools in the Delaware Valley schools receive free transportation through our transportation partners: First choice: Philly Transportation (email sharon@phillytrans.us or call 215.842.1222 x 221); second choice: Sague Bus Company (email saguebus@comcast.net or call 215.289.1022); ask to book into the times reserved for Barnes Foundation school programs. Invoices from other bus companies or other schools will not be paid without prior authorization. Teachers are responsible for booking, confirming, and canceling their own buses to and from the Barnes. Plan to arrive 15 minutes before your tour and to be picked up 15 minutes after the tour ends—schedule your transportation accordingly. *Contact us if you are an eligible school that needs alternate transportation.*

Prepare Your Group

Secure 1 adult chaperone for every 10 students for pre-K and kindergarten groups, or 1 adult chaperone for every 15 students for first grade and up. Ensure chaperones are familiar with the [chaperone guidelines](#). Split large groups into smaller groups of 15 or fewer with 1 to 2 chaperones each. Wear nametags if possible. We can accommodate a maximum of 2 adults for every 10 students for pre-K and kindergarten groups and 2 adults per 15 students for first grade and up. Groups with additional chaperones or family members, such as homeschool groups, may be asked to self-guide.

Watch the [orientation video](#) and download an informational [presentation](#) (grades 3 to 12). Carefully review the [visit guide](#) with policies, drop-off location, and other important information. Pass along this information and ensure everyone in your group is aware of our rules and bag restrictions,

and the roles of the chaperones. You may also view the [The Collector](#), an informative documentary about the Barnes Foundation. Some resources are also available in Spanish. View all teacher resources at barnesfoundation.org/school-programs/teacher-resources.



✓ Complete Survey

For grades 5 and up, share the pre-visit survey QR code here with students, and provide a few minutes to complete in class. A post-visit student survey will be sent after your visit. Please complete to help us better serve your students!

💰 Pay Your Invoice

If applicable, we require school groups to submit payment at least two weeks before the visit date. Payments, changes, and cancellations (except for emergencies), should take place at least two weeks prior to your visit. Please note that we do not issue refunds for school visits. Email education@barnesfoundation.org to request a link to pay by credit card, or mail check to:

Barnes Foundation
2025 Benjamin Franklin Parkway
Philadelphia, PA 19130
Attn: School Programs

! ? Need More Help?

Read through the [teacher resources](#) then email education@barnesfoundation.org or call or text 215.278.7300 with questions, to make last-minute changes, or if your group is running late. Call 215.278.7319 to pay for your visit over the phone. If you are part of a Partner Program, reach out to your specialist directly with questions.

We look forward to seeing you soon!