

## 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 when you arrive. 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 DE Valley Catholic schools receive free transportation through Philly Transportation ([sharon@phillytrans.us](mailto:sharon@phillytrans.us), 215.842.1222 x 221; ask to book into the times reserved for the Barnes) or Yellowbird Bus Company (610.828.5776). Invoices from other bus companies or other schools will not be paid without prior authorization. Teachers are responsible for booking, confirming, and cancelling their own buses to and from the Barnes. \*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, and 1 for 15 for first grade and up and ensure they are familiar with the [chaperone guidelines](#). Split large groups into smaller groups of 15 or less with 1-2 chaperones. Wear nametags if possible. Note, we can accommodate a maximum of two adults for every ten students for pre-K and kindergarten groups and two 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 an [orientation video](#) and download an informational [presentation](#) (grades 3-12). 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 the Foundation rules, bag restrictions, and the roles of the chaperones. You may also view the 53-minute video [“The Collector”](#), an informative HBO documentary about the Barnes Foundation. Some resources are also available in Spanish. View all teacher resources at [barnesfoundation.org/school-programs/teacher-resources](https://barnesfoundation.org/school-programs/teacher-resources).

### ✅ Complete Survey

For teachers of grades 5 and up, share the Pre-Visit Survey QR code below with students, giving them 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](mailto: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

🎥 Expand your knowledge with our new [interactive videos](#) recorded in the galleries, using our state-of-the-art learning platform. These videos and their corresponding worksheets are free to access and can be used to support in-class lessons or at-home learning. **Check back often as this library of videos will continue to grow!**

### !🔗 Need More Help?

Read through the [teacher resources](#) then email [education@barnesfoundation.org](mailto: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 with a credit card. If you are part of a Partner Program, reach out to your specialist directly with questions.

**We look forward to seeing you soon!**