



To Do Before Your Visit

I. Confirm Your Transportation

Busing should be booked as soon as your field trip is confirmed. Because educators are scheduled specifically for your tour and spaces are limited, we ask that you finalize these arrangements as soon as possible so that your visit is fully confirmed. Teachers are responsible for booking, confirming, and canceling their 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 using the timing below as a reference:

- **10 am Guided Tour ONLY:** Arrive at 9:45 am; pick up at 11:30 am
- **10 am Guided Tour + Lunch:** Arrive at 9:45 am; pick up at 12:10 pm
- **10 am Guided Tour + Self-Guided:** Arrive at 9:45 am; pick up at your discretion
- **11:45 am Guided Tour ONLY:** Arrive at 11:30 am; pick up at 1:15 pm
- **11:45 am Guided Tour + Lunch:** Arrive at 10:45 am for lunch; pick up at 1:15 pm
- **Self-Guiding ONLY:** Arrive 15 minutes prior to your scheduled start time; pick up at your discretion

Philadelphia public and charter schools and Catholic schools in the Delaware Valley schools receive free transportation through our partners listed below. Contact us if you are an eligible school that needs alternative transportation; invoices from other bus companies or from other schools will not be paid without prior authorization. Please let the companies know that you are booking into the spaces reserved for Barnes field trips, as well as:

1. Name and address of your school and that you are visiting the Barnes (GPS to park at 2024 Pennsylvania Ave., Philadelphia)
2. Number of students and chaperones and any accessibility needs
3. Exact timing of your visit; see above for reference. Groups are welcome to extend their trip to explore the area around the Barnes, but students must leave the building after their guided tours.

Transportation Partners

1. First choice: Philly Transportation (email sharon@phillytrans.us or call 215.842.1222 x 221)
2. Second choice: Sague Bus Company (email saguebus@comcast.net or call 215.289.1022)

Once you receive your bus confirmation, double-check the details. Arrive 15 minutes before your entry time prepared to store coats and bags in the bins provided. 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. Refer to barnesfoundation.org/school-programs/teacher-resources for additional information.

II. Prepare Yourself

- ☐ Confirm that your school or organization has fully approved the field trip and granted all required permissions through the appropriate internal channels. Be sure your visit and bus are fully confirmed, and that you have reserved lunch space if needed.
- ☐ Secure one adult chaperone for every 10 pre-K and kindergarten students, and one adult chaperone for every 15 students in first grade and above. Make sure chaperones are familiar with the guidelines at barnesfoundation.org/school-programs/teacher-resources.
- ☐ We can accommodate a maximum of two adults for every 10 students in pre-K and kindergarten groups, and two adults per 15 students in first grade and above. Groups with additional chaperones or family members, such as homeschool groups, may be asked to self-guide.
- ☐ Please notify us in advance of any accommodations, adaptations, or topics that would enhance your visit. Let us know if your students have support needs, including cognitive, intellectual, developmental, or physical disabilities, or if anyone in your group would benefit from wheelchairs, elevators, quiet spaces, or access to the lactation room. Before your visit, we will email final reminders and a form asking for more information about your students. Please respond so we can provide the best possible experience for your group.

III. Prepare Your Group

- ☐ Carefully review the visit guide with policies, drop-off location, and other important information. Share this information so everyone in your group knows our rules, bag restrictions, and guidelines for students and chaperones at barnesfoundation.org/school-programs/teacher-resources.
- ☐ Familiarize your students with the Barnes before their visit using the introductory materials in our online teacher resources (some available in Spanish), including a presentation about the Barnes, answers to some fun student FAQs, an orientation video, a short documentary about Dr. Albert Barnes, and a social story for students who may benefit from additional preparation.

- ❑ Optional: Use our Virtual Learning videos at barnesfoundation.org/school-programs/virtual-learning to see some of our artworks up close before you visit! The videos and corresponding worksheets are free to access and can support in-class lessons and at-home learning. Check back often as this library of videos continues to grow!

IV. Pay Your Invoice

If applicable, school groups must 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. Call 215.278.7319 to pay over the phone; you can also email schoolprograms@barnesfoundation.org to request a link to pay by credit card or mail a check to:

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

V. Review FAQs

Can we eat lunch at the Barnes?

Groups can reserve our BYO lunchroom in 30-minute intervals (capacity is 60). If you do not have lunch space reserved, your group may eat lunch outside (weather permitting) on the benches by the fountain at 20th and the Parkway or in the Rodin Sculpture Garden across 21st Street. The Reflections Café and Garden Restaurant are not available for guided school groups.

Can I view the collection and request images before our visit?

To preview the collection and request images, go to collection.barnesfoundation.org. Once you find a work, scroll down the information page to “download image” or “request image” (if permission is necessary). From this page, you can also view the work’s wall ensemble and visually related pieces in the collection. In addition, you can find activities and inspiration in our self-guided resources.

Can you provide a list of artworks our group will see?

We don’t have a set list of artworks for tours. Groups may see different works during their visits; some paintings or objects may be off display that day, and some rooms may be occupied by other groups, making them unavailable. In other words, be flexible. If you are interested in specific works or topics, please include this information on your visit request form.

What if I need to change our head count, reschedule, or cancel our visit?

Please email schoolprograms@barnesfoundation.org as soon as possible to see if your request can be accommodated. The Barnes does not offer refunds for canceled visits. Due to high demand for our programs, we may be unable to reschedule your visit. Payments, changes, and cancellations (except for emergencies) should take place at least two weeks before your scheduled visit.

What if my group is running late?

Please email schoolprograms@barnesfoundation.org or text or call 215.278.7308 to inform a staff member. Guided tours may be shortened due to late arrivals.

What time are my post-visit lessons?

If you are part of a Partner Program, your automatic confirmation notice may have incorrect times for post-visit lessons. Please refer to emails from your specialist for the correct times.

What if I still have questions?

If you still have questions after reading through our [teacher resources](#), email us at schoolprograms@barnesfoundation.org or call or text 215.278.7308. If you are part of a Partner Program, reach out to your specialist directly with questions.

We look forward to seeing you soon!