

The logo for the Palm Springs Art Museum, featuring three overlapping, slightly offset rectangular shapes in a light gray color.

# PALM SPRINGS ART MUSEUM

## PROCEDURE FOR SCHOOL TOURS

When scheduling your visit, please alert us to any special needs, including limited English or physical or learning disabilities, that we can prepare appropriately.

### **TOUR GOALS:**

THE MUSEUM IS A PLACE OF DISCOVERY! Tours are planned to enhance the students' experiences as well as to stimulate new ways of thinking. We hope to encourage each student to consider new ideas as well as offer new things to see.

### **LENGTH OF TOUR:**

Each group is given a 50-minute gallery tour unless otherwise noted. When the tour is completed, we request that the group depart the museum, unless prior arrangements have been made.

### **RESERVE:**

Tours are given by prior reservation and must be reserved at least two weeks in advance.

### **ARRIVAL:**

The buses will park in front of the museum and the Docents will greet you and help divide your class(es) into groups of approximately 10-12. Please notify the museum as soon as possible if your group will be late or needs to cancel. If your group arrives 20 minutes late without notification, a guided tour is not guaranteed.

### **DOCENTS:**

Docents are dedicated volunteers who have undergone extensive and continuing training to guide groups of all ages through the museum. When making your reservation, be sure to mention any particular focus you would like. Docents are eager to tailor your students' tour so they may have the best experience possible.

### **TEACHER'S ROLE:**

Please bring at least one adult chaperone for each group of 15. If more adults want to accompany the tour they will have to pay admission price. Accompanying adults should understand that they are responsible for the conduct of the students. Chaperones should stay with their group at all times and supervise the students in their group. Chaperones should not bring other children in strollers or otherwise; they need to stay focused on the students in their group.

### **PREPARE:**

Please have each student wear a nametag. This will enable the Docent to have more interaction with the students.

All student school tours are free and require advance reservation.

**Reservations:** 760-322-4852 or [education@psmuseum.org](mailto:education@psmuseum.org)