



School Group Guidelines

For Students

Stay with your group

Be aware of your body

Please use walking feet and indoor voices.

Look for the "OK to touch" green hand before touching

Enjoy food and drinks outside the galleries

Lunches may be stored in Museum bins at the School Group entrance.

We value our community

Please be respectful of plants and animals, staff, other groups and visitors, and our space.

For Teachers

Leave behind backpacks and valuables

We have limited lockers. Backpacks must be held at your side or front in the gallery.

Pencils only in the galleries

We have a limited number of writing boards and pencils, so bring your own.

For Chaperones

Stay with your group

Stay in sight of each other, and help us keep students safe. Minimum chaperone to student ratio is 1:10. Ratio of 1:6 required for visiting the store.

Help students explore

Encourage student enthusiasm. Ask questions about what students see, think, or wonder. What visual evidence can students find?

Hold backpacks at your side or front

We have limited lockers. Backpacks must be held at your side or front in the gallery.

Look for the "OK to touch" green hand before touching

Enjoy food and drinks outside the galleries

Lunches may be stored in Museum bins at the School Group entrance.

Pencils only in the galleries



Teacher Checklist

Once you've registered for an OMCA school group visit:

- Plan your group's [transportation](#).** We encourage public transportation when possible. A limited number of bus scholarships are available for request during registration.
- Plan for lunch or snacks.** Lunches and snacks may be stored at the OMCA School Group Entrance. Groups may eat in the garden or in one of the outdoor plazas. If rain is in the forecast, staff will provide covered or indoor eating locations during your group's onsite orientation. OMCA's cafe, [Town Fare](#), is open; if you plan to visit the cafe, please do so in groups of fewer than 10.
- Optional: Visit OMCA for a free planning visit,** before your field trip. Free admission is for teachers registered for a field trip. This is especially helpful for self-guided groups.
- Review teacher resources.** Review the [Plan Your Visit](#) section of the website. Teachers registered for a facilitated program will receive an email 2-3 weeks before your visit with program-specific resources. Self-guided groups can check out [Teacher Resources](#) on OMCA's website.
- Let us know about your group.** For facilitated programs, answer questions about your group in the pre-visit email sent 2-3 weeks before your visit. Share any accessibility needs by emailing groups@museumca.org.
- Review school group guidelines** with students and chaperones.
- Arrive at least 15 minutes before your scheduled program time,** to allow for OMCA's onsite orientation. Email groups@museumca.org or call 510-318-8474 if you are running late.