Visitor Guidelines for Schools
2019 – 2020

Your visit to the Nelson-Atkins Museum of Art
4525 Oak Street, Kansas City, MO 64111
816-751-1205 | Museum Visitor Services for day of communication

Welcome! To help us create the best experience for your students, we ask that you read and adhere to these guidelines.

The museum’s galleries are accessible to all. Please notify the Docent & Tour Programs Coordinator or Scheduler, Ford Learning Center upon confirmation with requested accommodations.

It is suggested that groups leave coats, backpacks, and bags on the bus. Back packs, bags, and purses larger than 12” x 16” x 5” must be checked at the Bloch Lobby Coat Check before the tour start.

**BEFORE YOUR VISIT**

- Watch the Pre-Tour Video with your students and review museum manners.
- Prepare nametags for students and chaperones.
- One adult chaperone is required for every 15 students. Inform chaperones that they are important to ensuring a successful and fun museum visit for all and must stay with the group at all times.
- Divide your students into groups of 15 students or fewer per chaperone. This will expedite the process of entering the museum and beginning your tour.
- Review museum manners with your students during the bus ride to the museum.

**LUNCH**

The Nelson-Atkins does not have indoor dining spaces for school groups bringing lunches with them. School groups are welcome to eat sack lunches outdoors. In the case of inclement weather, the museum cannot provide an indoor eating space.

- $8.50 box lunches can be ordered and purchased from Rozzelle Court Restaurant for school groups.
- Box lunches must be ordered at least two weeks before your visit from Dining Services at 816-751-1248. They are served in a space assigned by museum staff.
- Self-pay dining is an option for grades 7-12. Up to 60 students can go through the Rozzelle Court cafeteria line to select their lunch and self-pay at one of two cashiers. This is not a fast option.
- For groups larger than 60, multiple dining times are required and reservations must be placed and confirmed by Dining Services at 816-751-1248 at least two weeks before your visit.

**DURING YOUR VISIT...**

- Be respectful and considerate of others, the art, and yourself.
- Keep a safe distance between you and the works of art. Even clean hands leave oils behind (think of fingerprints on a screen) and a bag can knock over a sculpture.
- Stay with your group and chaperone.
- Photography is welcome in the permanent collection galleries.
- Please turn your cell phone to vibrate and put it away during the visit.
- Food, drink, candy, and gum are prohibited in the galleries.
- Check coats and belongings larger than 12” x 16” x 5” at the Bloch Lobby Coat Check.
- Use only pencils in the galleries.
- Wear a visible and legible name tag for museum staff to recognize you.
- **Teacher-led groups! Please limit your visit to your confirmed time and selected galleries.** This ensures the best experience for all our visitors and avoids gallery traffic jams with other scheduled groups. Most groups move every 15-20 minutes.
**LATE ARRIVALS**

School tours and workshops cannot be extended due to late arrivals.

If you are/will be late, please phone 816-751-1205 to notify the museum.

**PARKING**

- Bus parking is limited to designated areas facing north on Oak Street.
- Vans and public vehicles pay $10.00 to park in the museum garage Monday, Wednesday - Friday. There is no museum garage parking on Tuesdays.
- Limited free parking for cars is available in the northeast parking lot (45th before Rockhill) and on the west side of Oak Street on a first-come, first-served basis.

**BUS DROP-OFF AND PICK-UP**

- Enter the one-way, circular drive off of 45th Street between Oak Street and Rockhill Road and drop students off at the on the East side by the Bloch Building. See map below with circled designated entrances.
- All groups must enter and exit through the designated entrance doors.

**SCHOOL TOURS**  
**(DOCENT-LED AND TEACHER-LED)**

Remain on the bus with your group until a museum staff greets and checks-in your group. Follow the museum staff to the Nelson-Atkins’ Bloch Building entrance on the north side of the museum, connected to the circle drive. Museum staff will assist you.

**SCHOOL WORKSHOPS**

Remain on the bus until a museum staff greets and checks-in your group. Follow the museum staff to the North Entrance of the Nelson-Atkins’ Building where school workshop teachers will meet and escort the group into the studio classrooms.

**CONTACT INFORMATION**

If there are same day changes to your reservation, special accommodations, or if your group is running late, please phone 816-751-1205 for Museum Security. The museum is closed on Tuesdays.

**School Tours:** Docent & Tour Programs Coordinator, tours@nelson-atkins.org | 816-751-1238
**School Workshops:** Ford Learning Center Scheduler, studioworkshops@nelson-atkins.org | 816-751-1303