



## Group Visit Policy

Please pass on all information and rules (see below) to adult chaperones so that they are well informed and prepared for the visit. This will ensure a safe, organized and fun day for your children. The form below *must* be completed and returned (pg 3) to confirm your visit. Failure to return the form will result in the cancellation of the reserved date. After an initial introduction to the museum, group visits are self guided.

Groups with over 10 children fall under this policy. For every 5 children, one adult is required to chaperone. **The *maximum* group size allowed is 30 children.**

The cost of a group visit is offered at the reduced admission rate of \$5 per person (for both children and chaperones; members and non-members). We are currently scheduling 1 ½ hour group visits for 2023/24 on **Wednesdays** and **Thursdays** starting at 10am, 1pm, and 3pm.

*It may be possible* to book your group on other days, however the group rate would then be \$8 per person.

Our Director of Programs will book your visit once the date/time is confirmed to be available and page 3 has been submitted. Correspondence should be sent via email to: [amber@vichildrensmuseum.org](mailto:amber@vichildrensmuseum.org)

### **The Manners Policy:**

At the museum we strive to treat others as we ourselves would like to be treated. We are courteous and respectful. We also agree upon entering the museum to use our inside voices instead of yelling and to walk instead of run. We act in a way that does not interfere with the experience of another visitor. We want you to have fun, fun, fun and to play, play, play. We also want you to be safe and make good decisions.

The word “manners” means “a way of conducting oneself.” Virgin Islands culture dictates that we practice good manners! VICM reserves the right to remove any visitor for failure to follow this policy. We wish you and all our visitors to have the best experience in our museum!

**Museum staff reserves the right to correct inappropriate behavior.**

**Please be advised that all visitors may be photographed and/or videotaped for promotional purposes. If you do not want your image or your child's image to appear in the museum's marketing materials, please notify the museum in writing prior to the start of your visit.**

**Thank you, VICM**

**PLEASE COPY, CUT AND DISTRIBUTE ONE TO EACH ADULT CHAPERONE IN YOUR GROUP:**

<p><b>Chaperones- Please read before your visit</b></p> <p>Chaperones help keep kids safe and let the kids focus on playing, learning and discovering. You are responsible for the kids' safety. Please stay with your group at all times and keep your group together. No child should be unattended at any time in the museum. Let us all remember that today is a special day for your group's little ones. In order to make this their best day ever please help us observe the following:</p> <p><b>DON'Ts</b></p> <ul style="list-style-type: none"><li>• Do not leave your assigned children unattended at any time.</li><li>• Do not ignore your assigned children in favor of your cell phone!</li><li>• Do not ignore your assigned children in favor of conversation with other adults.</li><li>• Do not allow your assigned children to ignore or disrespect museum rules, all museum employees, and other guests.</li></ul> <p><b>DOs</b></p> <ul style="list-style-type: none"><li>• Do model how to be respectful of museum exhibits, staff and other guests.</li><li>• Do participate with child's play.</li><li>• Do try to focus all your attention on your assigned children instead of other adults in the group.</li><li>• Do turn off cell phone ringers.</li></ul> <p>We ask that you be mindful of the hard work that goes into creating a successful visit for your child today. Your group leader and our museum staff have prepared well to ensure everyone is safe and having a great time. Help your child by being the best chaperone today and a positive role model for everyone around you.</p> <p>Thank you so much!</p>	<p><b>Chaperones- Please read before your visit</b></p> <p>Chaperones help keep kids safe and let the kids focus on playing, learning and discovering. You are responsible for the kids' safety. Please stay with your group at all times and keep your group together. No child should be unattended at any time in the museum. Let us all remember that today is a special day for your group's little ones. In order to make this their best day ever please help us observe the following:</p> <p><b>DON'Ts</b></p> <ul style="list-style-type: none"><li>• Do not leave your assigned children unattended at any time.</li><li>• Do not ignore your assigned children in favor of your cell phone!</li><li>• Do not ignore your assigned children in favor of conversation with other adults.</li><li>• Do not allow your assigned children to ignore or disrespect museum rules, all museum employees, and other guests.</li></ul> <p><b>DOs</b></p> <ul style="list-style-type: none"><li>• Do model how to be respectful of museum exhibits, staff and other guests.</li><li>• Do participate with child's play.</li><li>• Do try to focus all your attention on your assigned children instead of other adults in the group.</li><li>• Do turn off cell phone ringers.</li></ul> <p>We ask that you be mindful of the hard work that goes into creating a successful visit for your child today. Your group leader and our museum staff have prepared well to ensure everyone is safe and having a great time. Help your child by being the best chaperone today and a positive role model for everyone around you.</p> <p>Thank you so much!</p>
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**Return This Document to the VICM Before Your Visit**

*Bookings are not confirmed until this signatory page is received and date & time is confirmed via confirmation email from the VICM*

Send completed form to: [amber@vchildrensmuseum.org](mailto:amber@vchildrensmuseum.org)

Contact Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Age of children: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start Time Requested: 10am 1pm 3pm

Number of Children: \_\_\_\_\_ Number of Chaperones\*: \_\_\_\_\_

Payment Method:  Cash  Check

Full payment is due upon arrival. Please make check payable to: VI Children's Museum

I have read and understand the group visit policies of the VI Children's Museum.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The Museum requires a minimum ratio of 1 adult to 5 children.