

BRINGING YOUR CLASS TO MOA

What You Need to Know



Photo by Goh Iromoto.

GETTING STARTED

To book an education program or self-guided visit, please submit a booking request form online at moa.ubc.ca/school-programs. You will need the following details:

- Your program selection(s)
- Preferred dates and times
- Number of students (max. 30) and grade level
- School name and complete address, including postal code
- Your name, contact phone numbers and email address
- Number of adult supervisors (for in-person programs only)
- Whether or not you would like to book our lunch space (for in-person programs only)
- Your preferred video conferencing platform (for digital programs only)

Once you have completed and submitted the booking contact form, you will be contacted shortly by MOA Bookings to finalize your booking. For questions about booking school programs, contact our Bookings Coordinator at **604.822.3825** or bookings@moa.ubc.ca.

To book a featured workshop or event, please contact MOA Education directly at education@moa.ubc.ca.

Booking Confirmation

All teachers will be sent a confirmation email after booking a program and/or lunch space.

For Teachers

MOA invites all teachers to visit MOA for free before their booked field trip. To arrange your free visit, call **604.822.3825** or email bookings@moa.ubc.ca at least three days in advance.

Teacher's Notes accompany each school program at MOA. They include a program description and outline, suggestions for pre- and post-visit activities, and additional teaching resources. Find more resources for teachers online at moa.ubc.ca/school-programs.

FIELD TRIP SPECIFICS

Program Rates

The rate is **\$7.35** per student for regular school programs (tax included). Indigenous students, supervising adults and teachers are free.

If you book two consecutive programs on the same day, the rate is **\$10.50** per student (tax included). Teachers must check in with the Admissions Desk to remit payment upon arrival. We accept a single payment in Canadian funds of cash, MC/Visa, Interac, or cheque for the entire group. Schools can also be invoiced upon request at the time of booking.

Arrival Times

We ask that schools arrive 15 minutes in advance to ensure students get to enjoy the full duration of their school program. Teachers must check in with the Admissions Desk upon arrival.

In case of delay, please call **604.822.3825**.

Supervision

MOA requests a minimum of **one supervising adult for every seven elementary students** and **one adult for every ten secondary students**. We appreciate that teachers and supervisors support an environment for students' learning and therefore offer these adults free admission. Please read through our **Suggestions for Supervising Adults** (page 5) and circulate this information to all accompanying adults.

Cancellation Fees

A fee of \$50.00 per program will be charged if cancellation notice is received less than 2 weeks prior to your scheduled program.

Length + Time

School program lengths range from 60 minutes to 2 hours and can accommodate a single class of up to 30 students. For program start times, please visit moa.ubc.ca/school-programs/types. Teachers may sign up for two consecutive programs on the same day (see **Program Rates** above).

FIELD TRIP SPECIFICS

Facilities

MOA is able to offer a lunch room for schools when booked in advance through the Bookings Coordinator and confirmed with a MOA confirmation letter. There is limited space available. Classes that are unable to book lunch space will need to make alternative arrangements as there are no other eating facilities at the Museum for school groups.

Backpacks and lunches are not permitted in the galleries and must be stored in the provided bins. Cash and valuables should be left at home or carried in pockets, as MOA is not responsible for lost or stolen goods.

MOA is fully wheelchair accessible.

Drawing

We encourage you and your students to draw in the Museum. Please use pencils or pencil crayons only for the safety of our collection. A limited supply of drawing boards is available upon request from the Admissions Desk on a first-come, first-serve basis.

Emergency Procedures

Our Security Staff are all trained in first-aid. In a medical or first-aid emergency, please notify a Security Staff member immediately. In the event of an emergency where the building must be evacuated, follow the instructions of MOA Security or other staff and proceed to the designated safe assembly area in front of the UBC Anthropology and Sociology Building (at the north end of the parking lot). Emergency exits are located throughout the building and marked by lighted signs and placards.

Thank you, and we hope you enjoy your visit to the Museum of Anthropology!

Bookings Coordinator

Museum of Anthropology at UBC
bookings@moa.ubc.ca | 604.822.3825

Teachers,

We ask that you please go over these suggestions with all of your accompanying adults. These suggestions will help support an environment for students' learning and ensuring an enjoyable experience at MOA.

Suggestions for Supervising Adults

Our goal at MOA is to support and facilitate the learning of students on their visit to the Museum.

As a supervising adult, we ask that you stay with your student group for the duration of your visit. This includes when the students are in galleries, the lobby, the gift shop, and the museum grounds.

In addition to just staying with your group, we ask that you participate in the supervising of your students. It is very exciting to visit somewhere new, and we'd like your help in assisting students to participate and behave in a way that doesn't disrupt others' learning and respects the Museum and our collection.

Helpful Hints

In case of a medical emergency notify Museum Security Staff.

- Please reinforce the importance of respecting the Museum and our collection.
- A few objects in the Museum may be touched gently. If an object does not have a sign indicating that it may be touched, please help us safekeep our important collection by reminding students to keep their hands to themselves.
- Our general rules are similar to other special places. Running, jumping, and shouting detract from others' experiences.
- If you spend time outside, please help us preserve our special shell and pebble beach and foster a safe environment by ensuring students do not throw rocks or other items.
- We ask that all visitors – students and adults alike – put away their cellphones, cameras, and other electronic devices during school programs. After your program or tour is over, please feel free to take non-flash photography throughout the Museum.

Thank you for your commitment to supporting your students' learning and experience at the Museum of Anthropology! We couldn't do what we do without you.

MUSEUM INFORMATION

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Address + Contact Information

Museum of Anthropology at UBC
6393 NW Marine Drive
Vancouver, BC, V6T 1Z2

School Bookings: bookings@moa.ubc.ca | 604.822.3825

Recorded Information (24-hour): 604.822.5087

moa.ubc.ca

Museum Hours

Open Tuesday through Sunday, 10 am–5 pm
Closed Mondays + December 25

MOA Shop Hours

Open Tuesday through Sunday, 11 am–5 pm
Closed Mondays + December 25

Parking

There are limited spaces for school and tour buses in the MOA parking lot, available on a first-come-first-served basis.

There is a paid parking lot in front of MOA (\$4/hour). There is also paid parking at the Rose Garden Parkade (\$4/hour) across the street from MOA, on NW Marine Drive.

All parking lots and parkades on campus are operated and patrolled by UBC Parking; parking rates are subject to change. Please visit the UBC Parking website at parking.ubc.ca/map for the most current information.