



RULES GOVERNING SCHOOL GROUP VISITS AT MUZEIKO

Information for teachers/instructors/people accompanying the children – what does a day at Muzeiko entail and how is it structured.

Before the visit:

1. We invite each and everyone of you who plans to bring a school group to Muzeiko to visit our children's museum in advance. This will enable us to help you when it comes to choosing a Theme Day that would be suitable for your group or class and together we will pave the ground for a fulfilling experience for the children at Muzeiko.

We organize group visits for teachers each Friday from 10:00 to 12:00 and 16:00 to 18:00. In order to join a group you need to send us a filled out registration form for participation in the information tour for teachers at edu@muzeiko.bg (from the website of Muzeiko) or to register at 02/902 0002 or 02/902 0003.

2. The teacher/instructor ought to fill out carefully and comprehensively the request form for a school group visit (on the Muzeiko website: muzeiko.bg/education/school-groups) and e-mail it to edu@muzeiko.bg or bring the document in person.
3. We recommend that you familiarize yourself with the general terms regarding the use of the services offered by Muzeiko – they will provide you with detailed information pertaining to the general rules about visits to the children's museum as well as the specific requirements when it comes to organizing school group visits.
4. Within three working days our team will confirm a date for the visit at the e-mail address indicated by you or will contact you in order to clarify some of the details regarding the request form.
5. You have the opportunity to pay in advance via a bank order or on the day of the visit at a cashier's desk at Muzeiko.
6. The good planning of the visit as well as the timely arrival on the premises of Muzeiko is an important precondition for a fulfilling experience for the kids at our children's museum.
7. The Muzeiko team is making every effort to bring about a valuable and fulfilling experience for you and the children. It would be worthwhile to inform the kids that they are to obey the instructions we will familiarize them with from the outset and prior to each new game.
8. Please do not hesitate to direct any questions to the Muzeiko team if the need arises.



On the actual day of the visit:

1. For the Theme Day program we expect the group to arrive at Muzeiko at least 10 minutes before the beginning of the Theme Day at 10:00 or 11:00 o'clock. If you intend to use public transport in order to get to Muzeiko please set aside 10 minutes so that the group could make its way from the bus stop to the children's museum.
2. For the Exhibit trail and the Learn through Play we expect you to arrive at the exact time indicated in the program.

If you arrive earlier than the time indicated in the program (more than 10 minutes), you have to be prepared for the eventuality that you and the school group will have to wait outside the Muzeiko building before the starting time specified on the program. You will have to remain on the bus or at Muzeiko's children's corner depending on the specific meteorological conditions.

! Please note that in case you arrive late your program will be adapted or amended by taking into account the remaining time, with the departure time from Muzeiko staying the same.

3. If you have not made a payment in advance you can still do that at one of the cashier's desks immediately prior to the beginning of the program at Muzeiko.
4. The programs that include a Theme Day and Learn through Play take place in a study room and on the floors as well as around the exhibits at Muzeiko.
5. The Exhibit trail takes place exclusively on the floors of Muzeiko and in the vicinity of the exhibits.
6. Consuming food and drinks is not allowed on the premises of Muzeiko. At Muzeiko we do NOT provide a specifically designated place for lunch.
7. The instructors have the responsibility to be with the children at all times as well as to accompany them and help them during the whole duration of their stay at Muzeiko.
8. We expect the instructors to take an active part in all the pursuits involving the children and to help the learning team member if the need arises.
9. We encourage the children to pose questions if they have not understood a specific instruction.
10. We expect the children to hear each other out and not to interrupt each other.
11. During the guided tour the whole class moves as a group in order for visual contact with the children to be retained.
12. Depending on the type of visit chosen, your program will end between 12:00 and 12:30 for the morning visits and between 15:30, 16:00 and 16:30 for the afternoon ones. You need to set aside additional time for actually leaving the building – approximately 10 minutes.



13. If you choose a program with a Theme Day it is compulsory to make breakfast arrangements for the children – the breakfast can be consumed in the study room during the pause between the different activities.
14. Please insist that the children have had breakfast (if the visit is in the morning time slot) and to have eaten lunch (if the visit falls within the afternoon time slot) prior to the adventure at Muzeiko.