



## **Attending Workshops at the Kindermuseum Creaviva and Visiting Exhibitions at the Zentrum Paul Klee.**

### **A Teacher's Guide**

Dear Teacher,

We're delighted you've chosen to visit the Zentrum Paul Klee with your class. For many children and teenagers, visiting the Centre with their school is the only opportunity they have of experiencing art at first hand. It's important to us that your visit is an enjoyable experience for everyone. That's why we've put together a few pointers to help you organise and prepare your visit.

#### **General information**

1. Prepare your pupils for the visit by explaining that the museum is a place of learning. For some of the children in your group it will be the first time they visit a museum. Use the code of behaviour below to tell the children how they are to behave when they're at the museum.
2. Look after your class; we expect you to be on hand at all times and to assume your supervision duties. Our Museum staff will be happy to assist you in any way they can. Please follow the staff's instructions at all times.

#### **At the Kindermuseum Creaviva**

3. The class must be accompanied by a teacher. The teacher, together with the person in charge of the workshop, is responsible for ensuring that the workshop takes place in a proper and orderly way.
4. Dispose of all chewing gum in the litter bins before entering the workshop studios. No food or drinks (except water) are permitted.
5. All materials are to be used with care. Any damage must be reported to the person in charge of the workshop.
6. Helping to clear up at the end of the session is also part of the workshop.

#### **In the exhibition rooms/collection**

7. All rucksacks/bags and any items not required for the visit to the exhibition can be left in the lockers on the first basement floor in the North Hill (CHF 1.00 deposit) or at the Kindermuseum cloakrooms.
8. To prevent damage to the exhibits, no sharp objects are allowed on the exhibition premises. Only use pencils or coloured crayons and a suitable support for drawing and writing. For sketching and taking notes use pencils only (no ball-point pens, wax crayons, felt pens, watercolours, etc.). Do not lie on the floor.
9. For conservation reasons you are not allowed to touch any of the exhibits.
10. Do not take any food or drinks into the exhibition rooms.
11. Photography is not permitted in the exhibition rooms.
12. Do not get too close to the walls (leaning or touching the walls can cause vibrations).
13. Out of consideration for other (groups of) visitors at the exhibitions please make sure you and your class stay quiet and focused.
14. Time the duration of your stay in the exhibition rooms in such a way as to maximise the benefits to you and your class.