

Group Overnight Procedures

School Year 2018-19

Deposits, Final Payment, and Group Roster

The first deposit of \$150 is due within 10 working days of the initial reservation, along with a firm estimate within 25 people of the total number of campers in the group. If you would like to add more people to your group than your original not-to-exceed estimate, contact us and we will let you know if there are any additional spaces available. You will be joining other groups at this overnight. The second deposit of 50% of your total estimated attendance is due 4 months prior to your event. **Three weeks prior to your event, the final roster (spreadsheet attached) and payment is due.** The price for school year 2018-2019 (July 1-June 30) is \$68.00 per person, child or adult. If you are booking an overnight that is to take place less than 4 months in advance, you will need to send the 50% deposit as your initial deposit to hold your spaces. **Your number cannot be adjusted down within the final three week window and no refunds will be issued for people that are unable to attend.** You may pay by check, Visa, MasterCard, or American Express. **All deposits and payments are non-refundable.** Please make checks payable to The Maritime Aquarium and mail them to: Lisa Slinsky, The Maritime Aquarium at Norwalk, 10 N. Water Street, Norwalk, CT 06854. Please put the date of your event and your troop number in the memo field of your check. **For a list of available dates, please email Lisa Slinsky at LSlinsky@maritimeaquarium.org**

To process a reservation, please fill in the following information and email it to LSlinsky@maritimeaquarium.org
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Date of event:
Name of group:
Estimated # children:
Estimated # adults:
Grade level range:
Group contact:
Daytime phone:
Alternate phone:
Email address:
Street Address:
City, State, Zip:

Please initial and date indicating that you have read and agree to our group overnight procedures: _____
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Ages

The minimum age to attend our overnight program is 5 years old.

Parking

Use the municipal parking garage at the corner Ann and North Water Streets. Do not use the metered lot at the IMAX entrance. The parking fee per car is \$8. Please remind all drivers to bring their parking tickets into the aquarium with them. They will need to have it with them to check out in the morning in the lobby at the garage, and also in case they need to access their car in the middle of the night.

Check-in

Check in begins at 6 PM. Use the Main Entrance and check in at the Main Desk. Individual troops will gather in Oyster Hall prior to check in. Once the whole troop has arrived, the leaders should proceed to check in, and then participants will take their gear to an assigned area. After reporting in and stowage, feel free to explore The Aquarium until orientation, which is at 6:45 PM in Oyster Hall.

Chaperone ratio and responsibilities

We suggest a minimum ratio of 1 adult for every 8 children. **Chaperones are required to stay with their groups at all times. Once you have checked in for the program, nobody may leave the building unless there is an emergency. It is**

the chaperones' responsibility to settle their campers down at lights out time. ***NO ALCOHOL IS ALLOWED ON OUR PREMISES during group overnights!***

Schedule of Events

Attached is a schedule of events. Please share a copy of it with each adult attending the overnight. Seastars will eat at approximately 7 PM and Seahorses will eat at approximately 8 PM. The scout program formally ends at 10 AM, but your group is welcome to stay for the full day. See the parking information above regarding additional parking fees.

Menu and Food Allergies

We must be notified one week in advance of any food allergies so that we may plan accordingly. Parents are welcome to contact us directly to discuss options for campers with food sensitivities. The menu is as follows: dinner is cheese pizza, tossed salad, fresh fruit, and soda; snack is cookies with milk; and breakfast is an assortment of cold cereals, milk, bagels, and fruit juice. There is coffee, decaf, and tea available during mealtimes for the adults. We strongly recommend that everyone have a snack **before** they arrive at the event, as dinner is served later than most children are used to eating. No food, alcoholic beverages, or smoking products are allowed to be brought to our facility (which includes the grounds surrounding the building and the municipal garage) but you are welcome to bring a water bottle. This includes e-cigs of any kind.

Permission Slips

Every child that is not accompanied by their parent must have a signed permission slip. We have enclosed a permission slip template for your use.

Behavior

Please remind the participants to be on their best behavior. Most of The Maritime Aquarium's collection is alive and needs undisturbed space and time to sleep too! We would appreciate the assistance of all adults present to help quiet the children after lights out for everyone's enjoyment. All chaperones are to remain with their group at all times.

Pick-up

The program formally ends at 10:00 AM. If you have cars arriving for pick-up, please advise them to wait at the staging area on the circle on the north side of the complex. There are signs that say "Drop off only. No Parking".

In Case of Emergency

Call The Maritime Aquarium security office at 203-852-0700 X 2250. In case of medical emergency, Norwalk Hospital is less than 2 miles from The Maritime Aquarium. When a parent is coming to pick up a child in the middle of the night the group leader must be present and must notify the overnight TMA supervisor/staff of the situation prior to the child leaving the property. The group leader/chaperone is responsible of releasing the child to the parent, not a TMA employee or security.

Instructions for Children

Children should bring: In ONE bag (so it can be easily carried from the parking lot) marked with the person's name: sleeping bag, sleeping pad/mat, small pillow, and personal care items. A twin sized camping air mattress is acceptable. Please be aware that electrical outlets are not readily available, so be prepared to either inflate it manually or bring along a battery-operated air pump. If you have a larger than twin sized air mattress, you must have a second person on it with you. We suggest that everyone dresses in layers, suitable for active play and sleep. Changing into pajamas is not recommended due to limited changing area space. If anyone in your group is light sensitive, we suggest an eye mask, as there are emergency lights that must remain on in each gallery throughout the night for your safety.

Sleeping areas

Groups will be assigned by us to specific sleeping galleries based on age and group size. Sleeping areas will be on either vinyl or carpeted floors. You are welcome to bring a piece of plastic or cloth to use as a barrier between the floor and your sleeping pad or sleeping bag. We cannot promise any group a specific sleeping gallery, but will take everyone's requests into consideration. Please make sure your group knows that the critters need sleep too, and may not be in their exhibit spaces at night. Also, you may be assigned to a gallery that does not contain animals.

Money

If money is brought for the gift shop, we suggest it be turned over to the Group Leader for safekeeping in an envelope marked with the child's name.

Cellular phones and other electronics

Please be courteous to other campers and leave all cellphones on vibrate. If you need to take an emergency call, please be mindful of the group and go to a quiet spot away from the activity. After 10 PM and until 7:30 AM, we ask that all electronic equipment be turned off and stored for the night.

Girl Scout badges and other add-ons

Your Girl Scout or Brownie group might like to consider adding a brownie or girl scout badge program or other additional special add ons after your overnight program concludes at 10 AM. For further information, please see our website at http://www.maritimeaquarium.org/scout_programs.html There are additional fees for these programs, and they will require staying beyond 10 AM.

Inclement Weather

In case of a severe weather, we will be in contact with the group leaders. No decision will be made regarding rescheduling until the day of the scheduled event. In the event that the weather makes driving too hazardous, we will make every effort to reschedule at a later date. No refunds will be issued for inclement weather.

Do NOT Bring

Cots, snacks, gum, iPods, alcoholic beverages, electronic games, large sums of cash, or valuables.

PERMISSION SLIP FOR OVERNIGHT AT THE MARITIME AQUARIUM

Permission slips **must** be brought with the child to the overnight program.

_____ has my permission to participate in the above event as outlined in the information provided. She/he is in good health and unless stated below, there are no restrictions on his/her activity or diet. I understand the arrangements and agree to them.

In an emergency the following person is authorized to act on my behalf:

Name: _____ Phone: _____

Address: _____ Relationship to child: _____

He/she may receive First Aid treatment: _____

Tylenol permitted: _____ Dosage: _____ Food allergies: _____

Any other special needs or restrictions: _____

Family physician: _____ Phone: _____

I understand that every effort will be made to contact me or the authorized person in the event of an emergency, but if unable to be reached, I authorized hospitalization and/or emergency medical treatment by a physician selected by the adult in charge.

Date of event: _____ Signature of parent/guardian: _____

Date of signature: _____

Overnight Schedule

(Times listed are approximate and subject to slight variation)

Seastars

6:00 PM Registration and stash gear
6:45 PM Orientation in Newman's Own Hall
7:00 PM Dinner in Cascade Café, Tour,
Relay Games
9:45 PM Snack
10:15 PM Craft (Oyster Hall)
11:15 PM Set-up and bathrooms
11:30 PM Settle in and lights out
7:00 AM Wake up, pack up, gear out to cars
7:30 AM Breakfast
8:30 AM Seal Feeding demonstration
9:00 AM IMAX
9:45 AM Gift Shop opens
10:00 AM Group on its own/departure

Seahorses

Registration and stash gear
Orientation in Newman's Own Hall
Tour, Dinner in Café,
Craft Activity in Oyster Hall
Snack
Relay games
Set-up and bathrooms
Settle in and lights out
Wake up, pack up, gear out to cars
Breakfast
Seal Feeding demonstration
IMAX
Gift Shop opens

