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Night Journey Information Sheet (Please distribute to all chaperones)

I. Choosing a Theme or Work on a Badge (Does not apply to Boys and Girls Night Out)

At least one month prior to your arrival date choose a theme or a badge work program (activities will be tailored to meet partial badge requirements). **Please fill out the theme checklist and send to: EcoTarium, Attn: Night Journey Manager, EcoTarium, 222 Harrington Way, Worcester MA 01604.**

II. Arrival Information

Our gates will open at 6:00pm. If you are bringing/ordering dinner, arrive at 6:00pm; otherwise arrive at 6:30pm to get ready for the start of the program. The group leader should check in on arrival with the Night Journey senior staff at the Information Desk on the Upper Level of the museum. They will be given the schedule for the evening.

The program starts at 7:00 pm and the museum gate will be locked for the night. The group leader will decide whether to wait for late participants, or to start the program. Once the program begins, no one will be able to enter through the EcoTarium gate.

III. Emergency Contact Information

The group leader should give his/her cell phone number to all chaperones prior to your visit. In the event of an emergency, please call the **group leader** on his/her cell phone. This cell phone number should also be used to contact the leader in case you are running late to ensure that you are able to enter through the museum's gate. *The museum phone is not manned and participants will not be able to get through to anyone by this means.*

IV. Food

Dinner and drinks are not provided. Our "Food for Thought Café" has a variety of vending machines offering a selection of beverages and snacks. You can also have food delivered by a local eatery.

- Road Runner 508-797-0314
- George's Pizza II 508-799-4999
- Papa Gino's 508-792-9313
- Papa John's 508-754-5200

Please have all food delivered by 6:15 pm, and tell the Night Journey staff to ensure there will be someone at the entrance waiting for the delivery. All food should be left in the "Food for Thought Café" located on the Middle Level of the museum. Food and beverages are not allowed anywhere else in the museum.

- Healthy Snacks will be provided for your group at 9:00 pm and consist of Nutri-Grain bars, fruit, animal crackers and water.
- Continental breakfast will be served at 6:30 am and consists of a variety of cereal or instant oatmeal, fruit, blueberry muffins, plain bagels, coffee and juice.

If you have food allergies and have questions please call the Night Journey Manager or if you wish you may bring your own food.

V. Sharing the Museum (does not apply to Boys and Girls Night Out)

We will accommodate up to two groups per night. Each group must have a minimum of 28 people and the two groups combined can not exceed 100 people. Night Journey staff, programs, activities, eating and sleeping areas is not shared between the groups, except for the planetarium show.

Over

VI. Sleeping Arrangements (does not apply to Boys and Girls Night Out)

Approximately 9:00 pm, sleeping areas will be designated. Bring your own tent for sleeping outside between June – September or Sleep “among the exhibits.” on the museum floor.

Please fill out the attached checklist and send it to the Night Journey Manager.

VII. What to Bring

Pajamas, sleeping bags, pillows, air mattresses, (larger than twin size must be shared between two people due to space restraints), light blocking sleeping mask, toothbrush and flashlights. **For safety reasons, some lights will be left on at all times.** Our Night Journey staff does not control the temperature in the building so we suggest dressing in layers. There are bathrooms and sinks, but no showers.

VIII. Bedtime (does not apply to Boys and Girls Night Out)

Bedtime is usually between 10:30 to 11:00 pm. If the group gets a late start with the program then the evening activities will get pushed out and it will be up to the group leader to decide if the evening programs should be shortened or to extend bedtime.

IX. Animal Encounters (may not apply if you have chosen to do work on a badge)

Touching of the animals is not allowed. Our Night Journey staff chooses the animal the evening of the overnight based on the behavior and health conditions of our wildlife. A specific animal can not be guaranteed.

X. Morning Animal Tour

After the continental breakfast, you will be able to see the animals in our outdoor exhibit area. **The tour will take place regardless of the weather, so dress warmly and appropriately for all weather types. Raincoats or winter boots may be required.**

XI. Departure Time

The Program will end at 8:00 am. Everyone is expected to exit the museum grounds no later than 8:30 am, unless prior arrangements have been made for your group. **Note:** An extra charge will apply if a group decides to add day programs before or after their overnight experience. We ask that all belongings be stored in your cars between 8:30 am and 6:15 pm.

XII. Museum Shop

The Museum Shop offers a selection of gifts for all ages, interests, and budgets. Time has been allotted to browse and purchase a memento of your visit. Thursday overnights can shop from 6:00pm to 7:00pm the evening of your overnight. Friday overnights can shop from 8:00am to 8:30am the following morning and Saturday overnights can shop from 6:00pm to 7:00pm the evening of your overnight.

XIII. Chaperone Information and Responsibilities

- Children must be chaperoned at all times by an adult. Ratio is one adult for every ten children.
- Permission to leave the building is required by the Night Journey staff.
- The leader, parent/guardian agrees to assume all responsibility for any injury to persons attending the overnight.
- The leader or parent/guardian also agrees to accept all loss of property and responsibility for damage to the EcoTarium and its contents caused by anyone attending the overnight.
- Smoking is prohibited in the building and there is no consumption of alcohol or use of non-prescription drugs on EcoTarium property. The Night Journey staff has the authority to ask anyone intoxicated, upon arrival or during a Night Journey program, to leave the premises.

Please call ahead to notify Night Journey staff of any prescription medications, special needs or food allergies. We do not offer substitutions for food, but would be glad to discuss our current menu. If you have any ingredient questions for our caterer, we can provide you with their contact information.

If you have additional questions, contact Lisa Bates at (508) 929-2756 or lbates@ecotarium.org.

Updated 3/3/11