

LOUISVILLE SCIENCE CENTER

2011-2012 Louisville Science Center Overnight Adventure Confirmation Packet

Thank you for your recent Overnight Adventure registration and deposit. On overnights, your group will experience the Louisville Science Center in a whole new light!

This confirmation packet contains important information to help you prepare, as well as policies and procedures that ensure a safe and fun program for everyone. Please review it carefully, especially if you have attended overnights before, as there have been some changes for the 2011-2012 season. Please sign and return the letter of agreement on page 7.

Responsibilities and Roles

A successful overnight depends on planning and preparation for everyone involved!

What You Provide...	What LSC Provides...
<p>...chaperones, in a ratio of 1 adult to every 5 campers. Chaperones are responsible for the behavior management and safety of your group, and they assist campers with all aspects of program. Chaperones must be at least 21 years of age. Campers must be with chaperones at all times during the overnight.</p>	<p>...overnight staff and program. Staff are responsible for the educational aspects of your program. They will present activity sessions and an IMAX film, and will provide assistance with schedule, free time in exhibits, and emergency situations.</p>
<p>...dinner, if desired. Dinner is not provided as part of the overnight. While we recommend eating before you arrive, your group may choose to bring sack lunches, purchase dinner from the on-site Subway, or order pizza from a nearby vendor. (See page 4 for more information.)</p>	<p>...snack and breakfast. we will provide a light snack during the evening. A cold continental breakfast will be provided in the morning.</p>
<p>...sleeping bags, personal items and flashlights for each participant. To assist you, a customizable bring list has been compiled on page 5. Remember: space is limited, and campers will be busy, so pack light!</p>	<p>...secure storage for your items during program, and assigned space to sleep in the exhibits. All sleeping spaces will be assigned in advance. Requests will be honored whenever possible; have at least one alternate in mind if you make a request.</p>
<p>...spending money for the gift shop, if desired. The gift shop will be open Friday night until 8:30pm. We recommend you use some of your exhibit free time to stop by as it will not be open on Saturday morning.</p>	

Before You Arrive

Please refer to your confirmation letter for overnight payment deadlines. **Your prompt payment of fees (\$30 per child and adult) is due no later than 14 days before the overnight.** Failure to pay the balance before the overnight will result in cancellation of your reservation. Payments must be in one check, the Louisville Science Center will not accept multiple checks for payment of your overnight.

Refund Policy: You may adjust your registration numbers up or down as many times as necessary until **14 days** from your scheduled overnight. At this time, your numbers are FINAL -- no additional adjustments are possible, and no refunds will be given after this time. Total amount due is based on final numbers.

Refunds will only be considered under these circumstances, and if approved, may take up to 30 days to process:

- Requests made at least 14 days prior to the overnight. (The \$100 deposit is non-refundable.)
- Serious illness or accident preventing an individual from attending; a written request from the individual's parent or guardian must be submitted to the Workshop Coordinator.
- Louisville Science Center cancellation of the program due to extreme weather or unforeseen circumstances - see **Policies and Procedures** on page 4 for additional information.

Sleeping areas in the exhibit areas will be assigned. During co-ed overnight dates, genders are assigned to separate floors, so the Louisville Science Center may not be able to honor special requests for campsites. ***If you are attending a co-ed overnight please submit the number of boys and girls attending with your group no later than 14 days prior to your event!***

Here are a few other things to do before you arrive:

- Share pertinent information from this packet with your chaperones.
- Customize and distribute copies of the bring list included in this packet.
- Distribute copies of the LSC health form and permission slips.
- If your group is part of a larger organization (e.g. Girl Scouts, Boy Scouts, etc.), also refer to that organization's policies and procedures when planning.
- Call LSC if you have questions or need clarification on any of this information.

When You Arrive

CHECK-IN BEGINS AT 5:30 PM at the front desk. Staff will not be available to assist you prior to this, so please do not arrive early. **Check-in closes at 6:30 PM.** If you plan to eat at the science center before the program, please check in no later than 5:45 PM.

The loading zone in front of the science center may be used for dropping off campers and gear; cars should use flashers when stopped in this area. ***The group leader should plan to arrive before the rest of the group in order to meet and coordinate group members as they arrive.***

Once the entire group has arrived, the leader or “person in charge” should do the following:

- Collect each person’s LSC health forms and permission slips.
- Collect each person’s flashlight and place it in a bag or box.
- Check-in at the front desk. Turn in health forms and permission slips, and pick up the overnight packet, including admission stickers for the group and schedules and quick reference sheets for chaperones.
- Assist group in putting gear into designated bin(s).
- Lead group in planned activity (dinner, gift shop, or exhibit visit) until the program begins.

Sample Schedule

A typical schedule appears below and is subject to change. You will receive a detailed schedule for your group when you arrive. *Please note: LSC is open to the public until 9 PM. After this time, the building is locked down.*

5:30-6:30 PM Check-in by leader or designated “person in charge”

6:30-6:45 PM Welcome, orientation and overview of nightly schedule. Please make your best effort to arrive on time.

7:00-7:55 PM Activity Session for Groups ABC / Free Exhibit time for groups DEF (**Leaders** remain with staff for a short mini-training; all other chaperones go with group)

8:05-9:00 PM Activity Session for Groups DEF/ Free Exhibit time for groups ABC

8:45 PM Snack

9:00- 9:20 PM Scavenger Hunt Orientation

9:30-10:00 PM Overnight Adventure Scavenger Hunt
(Leaders bring group’s flashlights at this time.)

10:00-10:15 PM Regroup for IMAX, Sleeping Arrangements Info

10:15-11:00 PM IMAX® Theater Presentation

11:15-11:55 PM Prep for bed/campsite time

12:00 AM Lights out!

7:00-7:30 AM Breakfast available in lunchroom

7:30 AM Pack up campsite

8:00-9:00 AM Load vehicles/Check out – all gear must be out of building by 9:00 am

Policies and Procedures

Alcohol and Drugs:

Possession or use of alcohol or drugs will result in immediate dismissal; no warnings will be given. Chaperones or campers possessing alcohol/drugs or determined to be under the influence must be asked to leave by the group leader. In the case of campers, the group leader must notify the parents.

Smoking:

LSC is a smoke-free building, including campsites, restrooms and stairwells. There is a designated smoking area in front of the main entrance. The building is locked down at 9:00 PM, so there is very limited access after this time. Anyone caught smoking inside LSC will be asked to leave. Chaperones that make use of the smoking area must make sure their campers are properly supervised while they are away.

Cancellations:

Groups or individuals who choose not to participate in an overnight which has not been officially cancelled by LSC will not be granted a refund, nor will they be rescheduled.

In the event of inclement weather, LSC staff will make a final decision no later than 1:00 PM on the day of the overnight. LSC staff will notify the group leader and/or an alternate contact. It is the group leader's responsibility to contact all participants in their group with the cancellation information.

Cancelled overnights will be rescheduled whenever possible. If LSC provides a reschedule date(s) and a group cannot attend, a refund of payments minus the non-refundable deposit will be granted. If LSC is unable to reschedule, a full refund including deposit will be made.

Dinner Options

All food and drink must be consumed in the lunchroom in LSC's lower level. Groups are welcome to bring sack lunches.

Subway is available on-site. Walk-ins are welcome, or you can place advance orders by calling 502-625-3002. ***Please call ahead to check store hours as the LSC cannot guarantee that Subway will be open. ***

The following restaurants deliver pizza to LSC. (LSC does not endorse any pizza product or vendor.) If you want pizza, it is strongly recommended you place an order in the afternoon, well before you arrive. **An adult from your group must wait in the lobby to pay for your pizza -- LSC cannot accept or hold pizza orders for your group.**

Bearno's 502-584-7720
Pizza Hut 502-778-8000

Papa John's 502-587-7272
Domino's 502-895-3030

2011-2012 OVERNIGHT ADVENTURE BRING LIST

CAMPERS AND ADULTS SHOULD BRING:

All items should be packed in a trash bag with the camper's name, phone number, and organization clearly marked. To make your experience fun and trouble free, bring only the following items:

- Completed Overnight Adventure Health History/Permission form (for children AND adults)
- Sleeping bag (optional: sleeping pad or extra blankets, floors may be hard in your sleeping area).
- Pillow
- Flashlight (group leader should collect these upon or before arrival)
- Minimum toiletries
- Cameras are welcome
- Air mattresses are welcome but by no means required
- Girl Scout Leaders should keep copies of their troop's Girl Scout Health History forms.

DO NOT BRING:

- Pajamas (you'll sleep in your clothes, so dress in layers)
- Radios, MP3 players, or iPods, including those with earphones

Directions to and Parking at the Louisville Science Center

FROM THE NORTH, SOUTH, EAST:

As you are traveling on Interstates 65 or 71, take Interstate 64 West as you near downtown Louisville. Get into the second lane from the right and take the Third Street/River Road exit (#5B). This exit has two lanes and a traffic light at the bottom of the exit ramp. Remain in the left lane and proceed straight at the light. Turn right onto Main Street. The Science Center is on the right side of the street between Seventh Street and Eighth Street.

FROM THE WEST:

As you are traveling on Interstate 64 East, take the Ninth Street exit (#4). Get into the left lane and turn left onto Market Street. Turn left again onto Seventh Street and then turn left again onto Main Street. The Science Center is located on the right side of the street between Seventh Street and Eighth Street.

PARKING:

The Louisville Science Center parking lot is located at the intersection of River Road and Eighth Street. Parking is \$5 daily. The Louisville Slugger garage, located on Eight Street just south of Main Street, is another nearby option.

BUS PARKING:

Buses are welcome to pick up and unload passengers at the front of the building. For parking information, call (502) 561-6100, ext. 6111.



LOUISVILLE SCIENCE CENTER

**2011-2012 Louisville Science Center
Overnight Adventure Letter of Agreement**

Please complete and sign this form to indicate acceptance of the information outlined in this confirmation packet. Be sure to make a copy for your records, and **send the completed form no later than 14 days prior to your event**, to Workshop Assistant, Megan Chlopek by any of these methods:

Mail: Louisville Science Center, Attn: Megan Chlopek
727 W. Main St., Louisville, KY 40202

Scan & e-mail: Megan.Chlopek@louisvilleky.gov

Fax: 502-561-6690, attn: Megan Chlopek

Name of Group: _____

Date of Overnight:

Number of Campers: Boys _____ **Girls** _____

Number of Chaperones: _____
(Remember: you may change these numbers until 14 days prior to your scheduled program.)

Group Leader Name: _____

Telephone: (____) _____ **E-Mail:** _____

Alternate Contact Name (optional): _____

Telephone: (____) _____

I, the undersigned group leader, have read and understand the information in this confirmation packet, and our group agrees to abide by all terms, policies and procedures outlined herein.

Signature

Date