

PORT DISCOVERY Children's Museum

Dear Overnight Adventures Leader:

Welcome to Port Discovery's Overnight Adventures! We look forward to welcoming you and your campers!

Upon arrival on the day of your overnight, you will receive:

- An evening agenda
- Sleep site assignment
- Discount parking voucher – for **Harbor Park garage only**

Please review the enclosed information and share copies with each of your chaperones. This will prepare you and the campers for a fun, exciting and educational evening!

On the day of your overnight:

1. Please arrive **no later than** 6:00 p.m.
2. Registration will take approximately 20-30 minutes. Group/troop leaders will receive an orientation once the entire group arrives.
3. Please remember your parking ticket. We will provide you with a coupon ticket at registration. This will give you the authorization needed for the \$10.00 parking rate. This rate is only available at the Harbor Park garage located adjacent to the museum. You will need both tickets to exit the garage. You will pay upon exiting the garage in the morning.

Important Information:

- Nearest hospital: Mercy Hospital, approximately 6 blocks away 410.332.9700
- Emergency phone number at Port Discovery is **410.864.2700** (In addition to security, this would be the number to call if you are running late or need directions.)

Should you have any questions regarding this packet, please do not hesitate to contact Port Discovery Overnight Adventures at 410.864.2677.

Sincerely,
Kelly L. Hawkins
Port Discovery Children's Museum
Senior Operations Manager

PORT DISCOVERY Children's Museum

2011 Overnight Adventures Program Chaperone Guidelines

The information included will help prepare you for your Overnight Adventure at Port Discovery. **Please read this packet thoroughly and share the information with the parents of your campers.** It answers many of the most common questions leaders and parents ask about the program.

General Port Discovery Policies:

- **Please remember that Port Discovery does not grant refunds for cancellations or no-shows.** If someone in your group cannot attend the program, you may substitute another member from your organization. Registration fees may also be transferred to another group/troop in your organization. Adults may be substituted for children, and vice-versa.
- Campers are to be chaperoned at all times.
- No food or drink is permitted inside the exhibit areas. Food and drink must be consumed in designated areas only. Port Discovery will provide an evening snack and breakfast for each person. You may bring additional non-perishable snacks. Please call ahead if concerned with food allergies.
- Port Discovery is a smoke-free facility.
- No alcohol or drugs are allowed at any time when visiting the museum. Smoking is not permitted outside after 7:00 pm.
- Port Discovery reserves the right to ask any individual or group not adhering to these policies to leave without a refund.
- **Parents/Chaperones/Children are not permitted to leave the building after the program begins.**

Arrival & Registration:

- Arrival time is between 6:00p.m.-6:15 p.m. Please allow ample time to drop off, park and register.
- **The program starts promptly at 7:00 p.m. If you arrive later, you will miss formal orientation. In the event that you are late, the Overnights Coordinator will give you a brief walk through of your sleep site and answer any questions that you might have.**

- Please drop off and pick up all campers at the front entrance of the museum via Market Place. There is NO parking at this location at any time and it is strictly a drop-off and pick-up area.
- Overnight parking is available in the **Harbor Park Garage** located next to Port Discovery. This garage offers a special discounted rate of \$10 for Overnight Adventures participants (you must enter after 5:00 pm and leave before 10:00 am in order to get this rate). **Please bring your garage ticket to the museum**, where a staff member will provide you with a coupon to use when you leave the next morning. You do not pay at Port Discovery. **The clearance in the Harbor Park garage is 6' 6". Large conversion vans will not fit in this garage.**
- The group leader is requested to register your group as you arrive. There will be a registration table located in the lobby to check in and receive information and materials for the evening, including a schedule, sleep site assignment, and stickers for each participant to wear. Only the designated leader can register.
- You may choose to bring a “brown bag” dinner with you, or to eat dinner before arrival.
- There may be some “down” time between registration and entering the exhibit areas at 7:00pm.

Gear & Identification:

- We recommend that each camper’s gear be stored in one bag, labeled with the camper’s name and group name. Gear should include a sleeping bag, pillow, and minimal toiletries (hairbrush/comb, toothbrush/paste, wash cloth). Large trash bags work well. Suitcases are discouraged.
- Campers will sleep in their clothes. **Please do not bring pajamas.**
- Gear will be stored until approximately 10:30 p.m., at which time campers will gather their gear and move to the assigned sleeping area.
- It is strongly recommended that campers layer their clothes and wear comfortable, seasonal clothing and shoes. It tends to be cooler in the early morning; we suggest bringing along a sweatshirt. Flip flops are discouraged.
- Some areas of the museum are not carpeted. All campers are permitted to use foam sleeping pads. **Please note that no cots are allowed.**
- Due to space limitations, only twin or full size air mattresses suggested.

Schedule Information:

- Please follow your schedule and be on time for all programs.
- We encourage you to join in with your group’s activities, including climbing KidWorks! Chaperone assistance in programming provides positive role models for campers, and makes the overnight experience more enjoyable for everyone!
- **SCOUTS:** There are structured activities designed to *help* scouts fulfill various badge requirements. We do not guarantee that all badge requirements will be met during

these sessions. Daisy/Brownie/Junior Girl Scouts who complete the “People are Alike; People are Different” workshops will receive the “People Just Like You Patch”.

Security & Emergency Procedures:

- Each group should have a list of emergency contact numbers for all campers, as well as permission slips and health forms. Chaperones should keep the originals with them throughout the evening.
- In the case of a fire alarm, please follow the instructions given to you at time of check-in.
- In the case of an emergency, you must contact the Port Discovery Manager and your group liaison immediately.
- An emergency phone number to use is: 410.864.2700. This will connect directly to the Security Office. We provide 24-hour security during an overnight.
- Children and/or adults who need to leave prior to the 9:00am overnight dismissal time may do so by notifying Security. Groups are allowed to leave as early as necessary, but please inform the overnight manager prior to your departure.

Sleeping Arrangements and Bedtime Procedures:

- Port Discovery will assign a sleeping area suitable for your entire group. Some areas of the museum are equipped with emergency lighting that cannot be turned off.
- Light sleepers are encouraged to bring a sleep mask and/or ear plugs.
- All groups must sleep in their assigned areas. *If you are attending a Daisy, Brownie or Junior Overnight, please note that fathers will be asked to sleep in a separate location, due to legal restrictions in place by the Girl Scouts.*
- Please do not block exits or doorways, and be sure to keep passageways clear in all sleeping areas. Campers may not sleep in or under exhibits.
- Shoes must be worn at all times, except during sleeping hours.
- An adult must accompany campers to the bathroom after lights out.
- After lights out, we ask that all chaperones help to enforce quiet hours.

Breakfast & Departure:

- Breakfast will be served promptly at 7:00 a.m.
- All gear must be removed from the exhibit floors by 8:00 a.m.
- The Overnight Adventures program is officially over at 9:00 a.m.

Miscellaneous:

- Lost and Found should be turned in to the Security office.
- Port Discovery is dedicated to increasing the enjoyment of all of our visitors. If anyone in your group has special needs, please call 410.864.2726 to discuss any required accommodations.

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Overnight Adventures "Sample" Agenda

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|--------------------------|--|
| 6:00pm - 6:30pm: | Registration Storage of Gear |
| 6:30pm - 7:00pm: | Orientation/Welcome Group/ Troop Leader orientation |
| 7:00pm - 10:30pm: | Evening Activities Snack Open Exploration of exhibits Two group workshops |
| 8:00pm - 10:30pm: | Free play on KidWorks! |
| 10:30 - 11:00pm: | Gather sleep gear Settle in! |
| 11:00pm - 7:00am: | Lights Out |
| 7:00am - 9:00am: | Wake-up! Gather sleep gear Breakfast Departure |

***Agenda times are subject to change due to the number of attendees. This is a sample agenda. Your actual agenda will be given to you in a registration packet upon arrival.**

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Overnight Adventures

Programs

Campers will participate in a variety of programs. The following are available to you and your group during open exploration time.

Miss Perception's Mystery House:

Where baffling clues and bits of evidence await discovery in every room. Piece together whatever you can find in these nooks and crannies. Be sure to bring your problem-solving hat!

Adventure Expeditions:

Travel back in time to the land of the Pyramids, where you embark on an expedition in search of a lost Pharaoh's tomb. Along the way you'll encounter a jackal-headed Anubis and uncover secret hieroglyphics that provide clues to solving the mystery inside the tomb.

KidWorks:

Dare to cross a narrow rope bridge three stories high and who knows what you'll find on the other side! Why, it's a bunch of climbing, crawling, swooshing, swinging things to do-plus a few mind-stretching brain games too!

- *Additional exciting programs/workshops will be announced during your group welcome!*

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Inclement Weather / Cancellation Policy

In the event of inclement weather, please call the Port Discovery Security Office at (410) 864-2700 to check the status of your event. A decision regarding the event will be determined by 2:00 p.m.

If for any reason you need to cancel your group when the overnight has not been cancelled, please leave your name, your troop number, and the troop leaders name at the phone number given above.

NO REFUNDS ARE GIVEN.

You may reschedule your visit to another available night or transfer your payment to another troop's visit.

**Thank you!
Your cooperation is greatly appreciated!**

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Directions

From I-95 North/South:

Take 95 North all the way to Baltimore, do not use 395 in the DC area.

Take 95 to 395-Baltimore (Downtown/Inner Harbor) past Camden Yards Stadium (on your left) to Pratt Street. Make a right onto Pratt Street. Follow Pratt Street past the National Aquarium to Market Place. Make a left on Market Place. Cross over Lombard Street, Harbor Park garage will be immediately on your right.

From 295 North:

Take 295 North towards Baltimore. Once in Baltimore, 295 will become Russell Street. Follow Russell Street past Ravens Stadium and Camden Yards Stadium (on your right) and make a right onto Pratt Street. Follow Pratt past the National Aquarium (on your right) to Market Place. Make a left onto Market Place. Crossover Lombard Street, Harbor Park garage will be immediately on your right.

From I-83 (Harrisburg/Jones Falls Expressway):

Take I-83 South towards Baltimore. Once expressway ends, make a right onto Lombard Street. At 1st light, turn right onto Market Place, Harbor Park garage will be immediately on your right.

Once you exit the garage, turn right out of exit doors onto Lombard Street. Walk up ½ block to Market Place. Turn right onto Market Place and walk 1 block to Port Discovery on your right.

Important phone number:

This number can be called should you get lost or are running late.

410.864.2700

Parking garage questions? Call Central Parking System 410.234.3631