Family Sleepover Survival Guide
2017-2018 Season
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Introduction Letter

Greetings and thank you for registering for the Da Vinci Science Center’s Family Sleepover program! We are committed to providing you and your family with the best possible experience leading up to and during this event. If you ever have any questions or concerns, please do not hesitate to contact us at 484.664.1002 and ask to be directed to Suzanne Horst, Scout Coordinator (ext. 123), or Tyler Groft, Museum Education Manager (ext. 105). This Survival Guide should provide you with all the information necessary to prepare you for an exciting overnight visit. If, after reading this guide, you require additional information, please call 484.664.1002 or email us at scouts@davincisciencecenter.org.

Family Sleepover Refund and Cancellation Policies

Family Sleepover Refund Policies:

The following Cancellation and Refund Policy applies:

<table>
<thead>
<tr>
<th>Days Before Arrival Date</th>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 or more days</td>
<td>Full refund minus 20% processing fee</td>
</tr>
<tr>
<td>8-20 days</td>
<td>50% refund</td>
</tr>
<tr>
<td>7 days</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Sleepover Cancellation Policy:

The Da Vinci Science Center reserves the right to cancel a sleepover if the minimum number of registered participants (25 guests) is not met 1 week prior to the sleepover date. If the Da Vinci Science Center is forced to cancel a sleepover, families will receive a full refund.

Sleepover Inclement Weather Policy:

If we are expecting snow and/or ice the day of a sleepover, a decision will be made by 12 p.m. the day of the sleepover as to whether it will be necessary to reschedule the program to another date. You may go to our website at davincisciencecenter.org to check the sleepover status. If it becomes necessary for us to reschedule a sleepover program due to weather, your family will have the option of moving to another sleepover date if possible or requesting a full refund.

If the Da Vinci Science Center does not cancel a Sleepover, but your family is driving from a location where the weather conditions prevent safe travel, please call us at 484.664.1002 by 12:00pm to cancel your registration. You can request a full refund or try to be rescheduled into another sleepover. Failure to contact us prior to 12:00pm on the day of the event will result in forfeiture of all registration fees.

Information for Parents

The staff at the Da Vinci Science Center will do everything possible to make your stay with us as enjoyable and educational as possible. If at any time during the sleepover you have questions or concerns, please feel free to speak to a staff member or the sleepover coordinator.
General Information
Things to bring with you the night of the event: Children must remain with a guardian at all times. The Da Vinci Science Center staff can not provide any type of medical aid.

Should an emergency arise that your family cannot handle, 9-1-1 will be called to transport the injured or sick person to the Lehigh Valley Health Network’s Cedar Crest campus.

Guests attending the sleepover who do not wish to sleep overnight are welcome to leave at the conclusion of the evening program, approximately 10:30 p.m. Guests leaving without sleeping over do not receive a discount on the program price.

Check-in Process
Please plan on arriving at the Da Vinci Science Center between 5:45-6 p.m. The front doors unlock at 5:45 p.m. The program will start promptly at 6 p.m. When your family arrives, please check-in at the registration desk. Once checked in your family will store their gear, eat dinner (if you ordered it through us or packed one) in our café, and explore the exhibits.

Food
Dinner
There are three dinner options available to each family
1. Ordering dinner in advance of the sleepover; this can done online through your reservation.
2. Bringing your own food and eat in it in the Da Vinci Science Center’s café
3. Eat at home before arriving

Snack
A light snack is served around 8 p.m., consisting of items such as crackers, granola bars, applesauce, juice, water, and coffee for the adults.

Breakfast
A continental breakfast is served at 7 a.m., consisting of items such as bagels, cereal, yogurt, fruit, juice, milk, coffee, and tea.

Sleeping Arrangements
The sleeping arrangements are co-ed. Each family will be assigned a specific location inside the Da Vinci Science Center where they will sleep when they check-in. If your family needs special accommodations please call ahead and notify us. Cots and air mattresses are allowed but we request that they are single sized.
**Program Conclusion**

The Sleepover will end promptly at 9 a.m. We ask kindly that all campers leave at this time to allow our staff to prepare the Da Vinci Science Center for the day. There will be plenty of free time to explore the museum during the camp-in program. The Center’s store, The Curiosity Shop, will be open in the morning for those who wish to shop.

Special exception for Star Wars Sleepover:

As part of staying overnight you will be allowed to be one of the first people to meet the Star Wars Characters in the morning as the Center opens and be able to stay the rest of the day if you wish. We will request that you have all camping gear back in your car by 8:30 a.m.

**Sample Schedule**

This is a SAMPLE SCHEDULE of the program activities. When you arrive in the evening you will receive an actual schedule, which WILL be different than the sample shown below.

5:45-6 p.m. Arrival  
6:30 p.m. Check-in, free time, dinner (optional)  
6:45-10:30 p.m. Orientation, program activities, snack (provided by the Center), exhibit floor exploration time  
11 p.m. Lights out! Sleep among the exhibits  
7 a.m. Wake up call  
7-8 a.m. Breakfast available  
8–9 a.m. Center exploration time (free time), gift shop open  
9 a.m. Camp-in concludes
**Sleepover Packing Information**

**What to Wear**
- Comfortable clothes (you will be sleeping in them)
- Layers – the temperature may vary in the building

**What to Bring**
- Lots of enthusiasm!!!
- Sleeping bag or blanket
- Sleeping pad, cot or small air mattress – not oversized please
- Pillow
- Toothbrush and paste
- Washcloth, soap, and small hand towel
- Bag to store belongings, with your name clearly visible
- Money for the gift shop (optional)

**Location of the Da Vinci Science Center**

3145 Hamilton Blvd. Bypass
Allentown, PA 18103

**Parking**
A free, well-lit parking lot is adjacent to the Da Vinci Science Center with plenty of parking spaces for everyone.