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Introduction Letter
Greetings and thank you for registering for the Da Vinci Science Center’s Scout program! We are committed to providing you and your group 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 exSCliting visit. If, after reading this guide, you require additional information, please call 484.664.1002 or email us at scouts@davincisciencecenter.org.

Refund and Cancellation Policies
Refund Policies:
Cancellations made by groups up to three (3) weeks before the program will receive a full refund, less 20% of total processing fee. Full refunds will not be given for group cancellations made less than three (3) weeks before the program. If your group needs to reduce the number of participants in your reservation, the group leader needs to notify the Da Vinci Science Center at least one week in advance in order to request a refund for said participants. Groups notifying the Da Vinci Science Center at least one week prior to the camp-in will receive a refund for the participant(s). A refund check will be mailed out to the group leader after the program. Refunds will not be issued for campers who do not attend the program unless the Da Vinci Science Center is notified at least one week in advance.

Cancellation Policies:
Attendance:
The Da Vinci Science Center reserves the right to cancel a sleepover if the minimum number of registered participants (50 guests per camp-in and 25 guests per day program) is not met 2 weeks prior to the program date. If the Da Vinci Science Center is forced to cancel a program, groups can transfer to a different program or receive a full refund.

Inclement Weather:
If we are expecting snow and/or ice the day of a program, a decision will be made by 12 p.m. the day of the sleepover and 5 p.m. the night before a day program 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 program status. If it becomes necessary for us to reschedule a program due to weather, your group will have the option of moving to another program date if possible or requesting a full refund.

If the Da Vinci Science Center does not cancel a program, but your group is driving from a location where the weather conditions prevent safe travel, please call us at 484.664.1002 by 12:00pm for a sleepover and 5 p.m. the day before for a day program to cancel your registration. You can request a full refund or try to be rescheduled into another program. Failure to contact us prior to 12:00pm on the day of the sleepover or 5 p.m. the day before a day program will result in forfeiture of all registration fees.
**General Information**

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 a scout program you have questions or concerns, please feel free to speak to a staff member.

Group leaders and adult chaperones are responsible for their children at all times. We require a minimum of two adults per group and to maintain a 5:1 ratio once your group exceeds 10 children.

The Da Vinci Science Center staff cannot provide any type of medical aid. Each group should bring a first aid kit with them. Should an emergency arise that your group 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. **Group leaders should have a list of emergency contacts for everyone attending a scout event and are responsible for calling emergency contacts should an emergency arise.**

**Camp-ins only**- 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 with your group fifteen minutes before the schedule event time. The front doors unlock fifteen minutes before the scheduled program time. The program will start promptly at its scheduled time. When your group arrives, leaders should check-in at the registration desk. At check-in, the group leader will receive instructions on what to do and a schedule to follow throughout the program.

**Food**

There are three meal options available to each group on their visit.

**Dinner/Lunch**

1. Ordering pizza in advance through your reservation. All camp-in meals will be served when your group arrives and most day program meals will be served at the conclusion of the program.
2. Bringing your own food and eat it in the Da Vinci Science Center’s café.
3. Eat before arriving.

**Snack (Camp-ins only)**

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 (Camp-ins only)**

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 (Camp-ins Only)
Each group will be assigned a specific location inside the Da Vinci Science Center where they will sleep. If your event is a Girl Scout camp-in and you will have any men or boys attending, please notify the Da Vinci Science Center at least two (2) weeks in advance so we can be sure to provide them with a separate sleeping location inside the Center. Similar accommodations can be made for Cub Scout overnights as well, if requested in advance. If any members of your group are provided with a separate sleeping location, please remember that you must maintain a ratio of at least 1 adult for every 5 children at all times in all locations.

Program Conclusion (Camp-ins Only)
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 either in the evening or morning for those who wish to purchase keepsakes of their DSC experience. If you have questions about what time the store will be open for your group, please call us at 484-664-1002 ext.123.

Sample Schedule (Camp-in Only)
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 air mattress – single size please
- Pillow
- Toothbrush and toothpaste
- Washcloth, soap, and small hand towel
- Bag to store belongings, with your name clearly visible
- Money for the gift shop (optional)
- Leaders Only - First Aid Kit
- Leaders Only - Emergency Contact Information for everyone attending in the group.

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.