

the Houston Museum of natural science

Overnight Chaperone Guide

Thank you for registering for the Houston Museum of Natural Science's Overnight program! This information packet should provide you with everything you will need to know as a Chaperone for a Museum Overnight, please read through all of this important information carefully and share it with all other chaperones that may be accompanying your group. If you have any questions please contact Julia Russell, Overnight Coordinator, at overnights@hmns.org or 713-639-4671.

Before you arrive:

- HMNS Overnights requires one chaperone for every 10 campers with a minimum of two chaperones per group. If your organization or school has additional chaperone requirements please plan to adhere to those guidelines as well.
- Lead chaperone has a HMNS Release and Consent form signed and completed for EACH PARTICIPANT including all adults and chaperones. These forms will be turned in at check-in, anyone who has not completed a Release and Consent form will not be allowed to participate and will be asked to leave the Museum.
- Inform parents that if they need to get in contact with their child or a chaperone during the Overnight they may leave a message for the Overnight Coordinator at 713-639-4671. The Overnight Coordinator will be checking voicemail periodically during the event and can deliver messages to Overnight participants.

Arriving at HMNS:

- Please park in the Museum garage, this will simplify packing up in the morning. Security does not remain in the Museum garage for the entire night but gates will be closed once everyone has checked in and any other Museum events have ended. Parking vouchers will be distributed to all drivers who participate in the Overnight during breakfast. **DO NOT** park in the Park Plaza professional building on Caroline Drive –HMNS cannot reimburse you for parking in this garage.

Things to Remember:

- **Your campers' behavior is your responsibility. This includes supervision of the campers at all times to ensure that they are following rules and instructions. At no point should a camper be without a chaperone!! Please discuss expectations with your group before the Overnight. It is very important for the children in your group to understand that they are to be with an adult from the group at all times and adults to understand their role as a chaperone for the group.**
- Smoking is not allowed in the museum or during Overnights. Tobacco products are also not permitted in the Museum during an Overnight.
- Unstructured Museum exploration is not part of the Overnight activity schedule. Included in your Overnight registration fee is free admission to the permanent exhibit halls in the Museum. After 9:00am, the next morning your group may explore any of the permanent halls at your own pace.
- We do not take any responsibility for administering drugs to campers while participating in the Overnight. Please be sure that if any medication is required for any of your campers that the chaperone responsible for their group be notified.

Packing for the Museum Overnight:

What to bring...

- All participants should dress in comfortable layers. A light sweater or long sleeved shirt is recommended as areas of the Museum tend to get chilly. As this is an indoor camping experience there are not sufficient facilities for bathing or changing clothes. Students & Chaperones will change into their overnight clothes in the 3rd Floor Rest Rooms.
- **Students & Children:** Each participant should bring his/her own bedroll or sleeping bag and pillow. Be sure each camper can carry all of his/her own gear easily. The sleeping area is carpeted but not exceptionally soft, so extra padding may be desirable for adults. **Students are not permitted to bring air-mattresses!**
- **Adults & Chaperones:** May bring an air mattress. (due to limited space -nothing larger than a TWIN air mattress will be allowed). The sleeping area is carpeted but not exceptionally soft, so extra padding may be desirable for adults using sleeping bags.
- Bring all necessary toiletries such as toothbrush and toothpaste.
- All items should be labeled with participants name should someone get separated from their gear.
- Chaperones should bring flashlights for escorting campers to restroom facilities after lights-out.

What NOT to bring...

• **Do not bring any food with you to the Overnight***. Unless special arrangements are being made for campers with special dietary needs, no outside food will be allowed during the Overnight. Dinner, an evening snack and breakfast will be provided for all participants. No food, even wrapped, will be allowed in the sleeping area.

- * Please contact the Overnight coordinator to make arrangements for special snacks or additional food items needed for your Overnight. There will be a late night snack provided before bed time.
- * • **Students are not allowed to bring any of the following items:** jewelry, toys, candy or gum, electronic games, flashlights, cots, radios or headphones, cell phones, laptops, or anything else that is unnecessary for the Overnight experience. Teachers and Chaperones will have cell phones if needed. Electrical outlets in the Hall is limited. Please be aware of this for charging cell phone devices, please bring backup battery, portable chargers or power packs.
- * • We ask that campers not carry any money. As a group you may decide whether or not to include a trip to the gift shop as part of the Overnight experience after they open at 9:00am. If you'd like to allow your campers to purchase things in the gift shop we strongly suggest that all money be held by the lead chaperone for the duration of the Overnight and then distributed in the gift shop in the morning.