

Deep Sleep 2011

Group Leader Checklist

While planning your Deep Sleep with New Jersey Academy for Aquatic Sciences please use this informational checklist and keep it handy throughout the night!

Thanks for visiting and we hope you have a wonderful time!
Questions? Contact deepsleep@njaas.org or 856.361.1018

IMMEDIATELY AFTER BOOKING YOUR PROGRAM:

- Return deposit and **signed** Contract to the New Jersey Academy for Aquatic Sciences within two weeks of making your Reservation.
- Visit our website at www.njaas.org and print out all Deep Sleep related paperwork (FAQ's, Important Information, Rules of Conduct, Sample Schedule, and this checklist) and share them with your chaperones. Remember, it is your responsibility as group leader to get all of this information out to the adults in your group!

SIX WEEKS PRIOR TO YOUR OVERNIGHT DATE:

- Review our Cancellation Policy
- Mail in final paperwork (Reservations that are not paid in full six weeks prior to program date are subject to cancellation)
 - Final Payment
 - Roster

A complete Roster is necessary to securely check in your group the night of the program. Your group will also be assigned schedules based on the information on your Roster. If it is necessary to split your party into smaller groups, the overnight coordinator will notify you before your overnight so the logistics can be decided prior to the event. Smaller groups may be combined with other groups for Behind the Scenes Tours and shows.

AT LEAST TWO WEEKS BEFORE YOUR OVERNIGHT:

- Copy and distribute information to your parents and chaperones
- Inform Deep Sleep staff of any special needs or allergies in your group

DAY OF THE OVERNIGHT

- Please eat dinner before you arrive.
We do not provide dinner, and your group is NOT permitted to bring food into the Aquarium. All participants will receive a light evening snack and continental breakfast.
- Arrive between 6:00 PM and 6:45 PM.
Doors will open by 6:00PM and activities begin at 7:00 PM. All participants must enter using the main entrance of the Aquarium.
- Check your group in upon arrival.
At check-in you will receive a packet containing maps and show schedules for each chaperone. Notify Deep Sleep Check-In staff if there are any changes to your original Roster.
- Assign each child a chaperone
Each child must be assigned a chaperone who is then responsible for his/her behavior during the Deep Sleep (max 5 children per chaperone). Children may NOT be dropped off prior to the arrival of chaperones from their group.
- Set up Sleeping Areas (at the end of the evening.)
Leave an aisle in the middle and keep stairways, elevators, doors, fire exits and extinguishers clear for emergencies. Please be considerate of others, and leave a path for midnight bathroom trips. Children must be escorted by an adult when walking around at night.

THE MORNING AFTER THE OVERNIGHT

- Breakfast will be served in the Cafe at 7 AM.
- Send one person to pick up your group's Activity Patches in the Café..
- At 9:00 AM, the Deep Sleep officially ends and all gear **MUST** be removed.
 - You are welcome to return to the aquarium to spend the day with us; however, your gear must be removed from the aquarium by 9AM.

WHAT TO BRING

- Each camper's belongings should be kept in ONE bag (duffel bag, trash bag, etc.) and have an identifying tag (masking tape works too!). We encourage you to pack lightly!
- Comfortable clothing. Since there may not be an opportunity to change clothes, participants should wear clothes comfortable enough to sleep in (we find that pj pants, a sweatshirt, and slip-on shoes or sneakers work best). Make sure to dress in layers as the aquarium's temperature can vary during the night. Shoes (not Heelys or slippers!) must be kept on until bedtime, and socks worn all night (in case child gets up during the night). Again, we encourage you to pack lightly!
- A sleeping bag or a blanket and a pillow. The aquarium's floors lack the comforts of home, so we strongly recommend that you bring some sort of padding to sleep on in addition to a sleeping bag and pillow. Space is limited so please do not bring oversized items (air mattresses larger than Twin Sized and cots are prohibited).
- A reusable water bottle labeled with your name.
- Toothbrush, toothpaste, washcloth, and soap.
- Flashlight (for adults only).
- Medical Information Form for all participants (just in case! We do not require that you give this information to us, but it is good to have for your reference in case of emergency!)

PLEASE DO NOT BRING

- Shoes with wheels ("Heelys")
- Valuables such as MP3 Players, Walkman, radios, Handheld Video Games, etc.
- Food, juice/soda, or gum
- Hairdryers or curling irons
- Gas-powered Lanterns
- Air beds larger than Twin size
- Cots
- Lawn Chairs