**National Space Centre – Sleepover Information**

**Parent Guide**

In this guide you will find:

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**Event Overview**

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| **17:45**  | Leaders Arrive  |
| **18:00– 18:30**  | ARRIVAL  |
| **18:30-20:00** | Talks / Packed Supper |
| **20:00 – 21:00**  | GALLERY  |
| **21.30 – 22:00**  | Space themed activity / Planetarium  |
| **22:00 – 22:30**  | Set up for Bedtime  |
| **22:30** | LIGHTS OUT  |
| **MORNING**  |
| **07:00**  | WAKE UP  |
| **07:00 – 07:30**  | Get Ready and Pack Away  |
| **07:30 – 08:15**  | Breakfast /Planetarium Show  |
| **08:45 – 09:00**  | DEPARTURES  |

**Event Timings:**

Your child’s group leaders should arrive at 17:45, 15 minutes prior to our requested time of arrival for the rest of the group; 18:00. Children may arrive up until 18:30; please contact your group leader if you expect to get here later than 18:30.

We aim to turn lights out at around 22:30, however occasionally our events may run later. If you wish you collect your child after our evening’s events, please inform your group leader as soon as possible, who **must** pass on that information to us as early as possible, so we can be prepared for their departure.

In the morning, breakfast (pastry and fruit) is provided. Dietary requirements can be catered for, however **we must be informed prior to the visit**. Please pass on any dietary requirements for your children to your group’s leader as soon as possible, so they have it when we request it in the weeks leading up to the sleepover event.

All children must be collected by 09:00 at the very latest, as our day operations teams must begin preparation for the centre’s opening at 10:00.

Please do not give your children any money to spend in during the visit – our gift shop and café will not be open during the sleepover. The Shop is only open during daytime operation hours; day admission costs apply to access the centre in opening hours.

**What to bring:**

* Packed supper – **packed separately to bedding, ready for supper**
* Water bottle
* Sleeping bag
* Roll mat
* Pillow
* Sleeping clothes
* Toothbrush + Toothpaste (no time for teeth brushing in the morning)
* Torches – only to be used during the night for finding way to the toilets\*\*\*\*

*\*\*\*\*Please be aware that the sleeping areas are very dark after lights out. Lights are, however, left on in the toilets.*

**What NOT to bring:**

* Heelys
* Cameras
* Alcohol
* Camp beds
* Radios
* Spray cans (including spray deodorants)
* Suitcases or large bags (you’re only here one night!)
* Inflatable mattresses
* Money

Inflatable mattresses and put-up beds can cause obstruction and trip hazards, and so are **not permitted** on a sleepover. Camping mats and sleeping bags are recommended.

**Food and Drink**

Dietary requirements **must** be provided in advance. Please pass on details to your group leader as early as possible; we require the details ahead of the evening to ensure our kitchen have enough time to prepare.

Evening food **is not** provided. We recommend groups bring a packed supper, to be eaten shortly after arrival.

Foods requiring heating, such as pot noodles, microwave dinners and other similar foods should not be bought for packed supper, as we cannot guarantee we will be able to provide facilities for the heating of these products.

Food **CANNOT** be delivered on site. Please ensure you have prior arrangements for food, either pre-packed supper or having eaten prior to your visit.

Hot drinks are provided for **LEADERS** only (not for consumption by children visiting under any circumstances), while children have cold drinks (squash and water) provided. Water fountains are available on site; we advise all participants bring a **water bottle**.

Breakfast is provided in the morning, including pastry and fruit (dietary alternative available; please inform of dietary requirements as far in advance as possible prior to the event).

**Health and Safety, Emergency Procedures and Risk Assessments**

Leaders are strongly encouraged to conduct a pre-visit. Alongside a pre-visit, leaders are also briefed and taken on a walk-around to ensure they are fully aware of evacuation procedures. While we can provide a generic risk assessment, they may not be suitable for all groups, and so if your child has additional requirements, please encourage your leader to conduct a pre-visit to ensure an accurate assessment is made.

In the weeks leading to your visit, someone will be in contact with your group leader regarding dietary requirements, arrival information and any other details that are important for us to know closer to the time of your visit. Please ensure dietaries, your intended method of arrival and any other important info, such as if you intend to pick up your child after the evening’s activities.

A health and safety video is show to all visitors shortly after arrival, including fire and evacuation procedures in the event of an emergency. Each ‘Sleep Zone’ has easy access to a fire exit. Groups are typically placed into Sleep Zones based on group size, however if a member of your group has accessibility requirements, we will aim to accommodate to enable easier evacuation.

**Parent Responsibilities**

Despite not visiting, you, as a parent/guardian, also have a responsibility to ensure that your child is fully prepared for their sleepover. This includes sending them to us prepared with the items they need for a sleepover, but also ensuring they don’t bring anything that they will not need.

The first thing visitors will need is a packed supper. They will eat this shortly after arrival, and so this needs to be packed separately to the rest of their things.

Please refer to earlier in the document regarding what to bring and what not to bring.