



National Space Centre - Sleepover Information

Parent/Guardian Guide

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Event Overview

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.

Please arrive to collect your children at 8:45, as 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. You do not need to pay for parking when picking up or dropping off your child.

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
- 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:

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

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, in your allocated slot. Your supper slot is the only time you will have to eat during the evening of your visit.

Foods requiring heating, such as pot noodles, microwave dinners and other similar foods should not be bought for packed supper, as we cannot 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 water provided. Water fountains are available on site; we advise all participants bring a **water bottle**.

Breakfast is provided in the morning, typically consisting of one pastry and fruit (dietary alternatives 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 up to the 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 is given to the leaders as far in advance as possible.

A health and safety video is shown 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/Guardian 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.

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