



THE CAMP-IN SURVIVAL GUIDE

Here is everything you need to navigate a Camp-in at the Denver Museum of Nature & Science! Please read this guide carefully. If you have **questions**, please call 303.370.6455 at least two days before your Camp-in.

WHAT TO BRING?

WHAT CAMPERS AND CHAPERONES SHOULD WEAR

- Your most comfortable clothes, socks, and shoes
- Clothes that you don't mind getting dirty and that you can sleep in
- Layers because the temperature varies throughout the Museum

WHAT EVERYONE SHOULD DEFINITELY BRING

- Sleeping bag, pillow, floor mat
- Toothbrush and toothpaste
- Heavy-duty trash bag or duffel bag large enough for all your belongings with your name and group clearly labeled on the outside
- Flashlight (adults only, please!)
- Cameras are welcome. We recommend disposable cameras in case they get lost or damaged, labeled with student and group name.
- Water bottles because the air is dry in the Museum.
- Lots of energy and enthusiasm!

WHAT EVERYONE SHOULD DEFINITELY NOT BRING

- Air mattresses
- Gum, food, or snacks of any kind. Please inform Camp-in Coordinator about situations where outside food is medically necessary.
- Hair dryers, curling irons, hairspray, etc.
- Electronic devices, lanterns, etc.
- Valuables and jewelry. The Denver Museum of Nature & Science is not responsible for lost or missing items. Please leave valuables at home.



ARRIVAL AND DEPARTURE

Group Coordinators are responsible for arranging their group's transportation and notifying all adults of the arrival/departure location and time. Please refer to your Camp-in agenda for your exact locations and times.

ARRIVAL

- You must use only the entrance indicated on your agenda. Camp-in staff will be there to greet you.
- Please arrive on time, but be aware that we will not be able to let you into the Museum any earlier than your scheduled check-in time.
- Fill out nametags and attach the strings before you arrive.

CHECK-IN

Only the Group Coordinator should check in a group with Museum staff.

- Please have your paperwork ready to turn into the Camp-in Coordinator:
 - Medical Information Forms
 - Release from Liability Forms
 - Roster of all participants attending the Camp-in
- When three-fourths of your group has arrived, you are ready to check in and enter the Museum. Let us know your latecomers, and we will wait for them.

CHECK-OUT AND DEPARTURE

When the IMAX film ends, the Camp-in is officially over, but you are welcome to stay at the Museum and explore further.

- As the Group Coordinator, it is your responsibility to make sure your students are checked out and released to the proper adults. If you have parents picking up from the Museum, please give them specific instructions for how you would like this to happen.
- New this year! The Zoo is no longer part of the Museum Camp-in, but we encourage you to visit one of the amazing institutions nearby. Here is a quick list with links for reservations:
 - Denver Zoo – <https://www.denverzoo.org/school-field-trips/>
 - Denver Botanic Gardens – <https://www.botanicgardens.org/education/schools-teachers/general-visit-information-york-street/self-guided-school-visit>
 - Denver Art Museum – <https://denverartmuseum.org/field-trips-transportation>
- Does your group need to store bags with us until your transportation returns to pick you up? No problem. Please let the Camp-in Coordinator know ahead of time if you need to do this.



AT THE CAMP-IN

NAMETAGS

Everyone must wear their nametags, adults included, during the entire Camp-in.

WHAT?! NO DINNER

Please make sure all your participants know dinner is not included, and remind them to eat an early dinner before they arrive at the Museum for the Camp-in!

THE GOOD NEWS: LATE NIGHT SNACK AND BREAKFAST

- Late night snack: a cookie, an apple, and milk
- Hot, kid-friendly breakfast
- Never fear, coffee and tea will be available at breakfast for adults only!

FOOD ALLERGIES

- Severe food allergies or significant restrictions should be clearly noted on the Medical Information Form.
- If you call the Camp-in Coordinator one week in advance food alternatives may be made for the camper's allergies or you are welcome to bring your own snack/breakfast. Please turn the food in at check-in. We will keep it for you and bring it out when needed. Please label the food with camper and group name.

HOW TO SPEND YOUR FREE TIME

- Your adventure should be an exploration, not a guided tour.
- The chaperones and campers should decide which exhibits to explore during their free time.
- Different exhibits are open during the night and morning. Times are listed on your agenda.
- Detailed floor maps of the Museum are available on our website.

CHAPERONE INFORMATION AND RESPONSIBILITIES

- We require a ratio of one chaperone for every six children. To make Camp-ins as fun as possible for children, we may limit the number of adults who can join each group.
- Adult chaperones are responsible for the behavior of their group. Please supervise your children to ensure they are behaving in an appropriate manner.
- The adults must read and follow all emergency and regulatory signs.
- Smoking is prohibited in the Museum.
- An adult must accompany children at all times. The safety and security of the children is the most important thing to you and our staff, so please do not allow children to go unsupervised.



IF YOU NEED TO LEAVE THE MUSEUM

- Use the entrance and exit indicated on your agenda for check-in and check-out.
- If you need to leave the Museum at any other time, you must use the door located by the Security Subpost, behind the Museum Shop on the north side of the Museum. (The outside door is labeled Staff & Volunteer Entrance.) **All other doors are alarmed during the Camp-in.**
- You must notify the Camp-in Coordinator and Museum Security if any child leaves the Museum during the Camp-in.

CONDUCT

The Museum reserves the right to cancel your Camp-in at any time, including while it is in progress, if the Museum determines a violation against Museum premises or equipment, or the safety of all guests. This violation will be determined at the Museum's sole discretion. The following behaviors are not permitted by any Camp-in participants:

Vandalism or defacing property

Fighting

Stealing

Harming, antagonizing or interfering with others

Disrupting IMAX/Planetarium shows, touching the screen, or throwing things

Spitting from or throwing items off bridges

Foul language

Running

Playing on escalators or elevators

Leaving children unattended

Unruly or destructive behavior



EMERGENCY AND SAFETY CONSIDERATIONS

SAFETY ISSUES

As a public institution, the Denver Museum of Nature & Science is required to meet strict safety and fire codes. The Museum is equipped with sophisticated smoke and heat-detection systems, and additional fire and police protection is minutes away.

ALL CAMPERS SHOULD

- Keep shoes on until getting into bed
- Always walk, never run
- Take the stairs, not escalators or elevators

IF A CAMPER RECEIVES AN INJURY OR GETS SICK

Please inform the Camp-in Coordinator immediately if a child has any injury or is ill. The Group Coordinator, Camp-in Coordinator, and Museum Security will determine what action to take.

EMERGENCY INFORMATION

- Emergency assistance is available at the Museum during your entire Camp-in. The Security Subpost is located on Level 1, behind the Museum Shop.
- Museum security guards are trained and certified in first aid and CPR.
- Security guards are assigned to just the Camp-in group during your time in the Museum.
- Additional emergency medical assistance is minutes away.
- Please notify the Camp-in Coordinator if any emergency situation that arises.
- If weather conditions become threatening, leaders are encouraged to check in with the Camp-in Coordinator at 303.370.6455 or Security Subpost at 303.370.6343 (ask for the Camp-in Coordinator) periodically the day prior to the event.
- If the Camp-in is cancelled by the Museum, all efforts will be made to contact the registered Group Coordinators by phone. We will work with groups to reschedule them, at their convenience, within the remainder of the season.

24-HOUR EMERGENCY TELEPHONE CONTACT

Emergency calls may be received by the Museum's Security Subpost at 303.370.6343. Be prepared to give the camper's full name, group leader and group/school, and your location in the building.

THANK YOU!