

CHAPERONE CONTRACT



We appreciate your participation as a chaperone/parent for your group sleepover. **Your role as a chaperone is more than just a supervisor. You should model good behavior, participate in activities, discipline children if necessary, and stay with the group at all times throughout the sleepover.** Because the Aquarium's staff would like your group to have the safest and most enjoyable experience possible, please review the following guidelines:

- Please arrive at the Aquarium classroom (staff entrance) at 6:00 p.m. on the night of your scheduled sleepover. The classroom and staff entrance are marked by signs at the south end of the visitor parking lot near the "Wolf Eel" parking area.
- We suggest you pack light because you will carry your items a fair distance to the tunnels where you will be sleeping. Please mark sleeping bags, sleeping bag covers, etc. with names to avoid mix-ups when preparing to leave. Participants leave through the staff entrance at 9:00 a.m. the following morning.
- The Oregon Coast Aquarium is a **tobacco, vape, and marijuana free facility**. For the safety and enjoyment of our visitors, staff and animals, smoking is not allowed anywhere on site (this includes e-cigarettes). Please keep this in mind and plan accordingly with patches or other needs to accommodate this.
- For the safety of our animals, our staff, and your group, participants must remain with the group at ALL times.
- Help us protect the animals. Only touch animals in the touch tank. Never throw anything into the exhibits or tap on the tanks (sound travels faster in water and is much louder to the animals in the exhibits).
- If you need first aid assistance during the sleepover contact a Sleepover Attendant.
- Photos are encouraged and flashes on cameras are fine except at the octopus exhibit. To avoid getting a flash in your picture try taking the photo at an angle to the tank.
- The Aquarium will provide dinner with a vegetarian option, including drinks. In the morning, a light breakfast and coffee will be served. If anyone in your group has any dietary concerns or allergies it is their responsibility to bring their own food and to notify the Sleepover Attendants.

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OREGON COAST AQUARIUM SLEEPOVER

CHAPERONE CONTRACT



THINGS TO BRING:

- Signed waivers for each participant and chaperone contracts for each chaperone/parent
- Pillow, warm sleeping bag and sleeping pad (foam camping mats or **twin** air mattresses work best)
- **Warm** layers and rain jacket
- Modest, **warm** pajamas
- Toiletries
- Change of clothes
- Food for participants with special dietary needs
- Bug spray (optional)
- Camera (optional)
- Ear plugs and eye masks (optional)
- Comfortable walking shoes

THINGS WE DO NOT PERMIT:

- Running
- Climbing on rocks
- Yelling
- Additional food or snacks (except for special diets)
- Weapons
- Chewing gum
- Tobacco, vape, and marijuana use
- Electronic devices (music players, game players, etc.)

BE A GREAT CHAPERONE!

What are my chaperone responsibilities?

- Supervising children, helping them learn and making sure they behave appropriately.
- Actively participating in planned activities and using devices only during breaks.
- Keep track of children and stay with your group at all times.

How can I help the children get the most out of their sleepover?

- Be sure you understand the agenda for the evening and morning activities.
- Be sure you understand your role as a chaperone during the sleepover.

How do I help the group complete activities (scavenger hunt)?

- We don't expect you to be an expert—but you can help discover answers along with your group.
- Help the children look for clues in each gallery.
- Be sure to ask questions of everyone in your group. There will always be a few who have all of the answers. When an answer is found, ask the group if they agree or disagree and to explain why.

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OREGON COAST AQUARIUM SLEEPOVER

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Where can I get more information about an exhibit or an animal?

- The Aquarium Sleepover Attendants will be happy to answer your questions.

Can we tour the Aquarium the next day?

- Yes! Just make sure to get your hand stamped by one of the Sleepover Attendants before leaving the aquarium, and you will be able to re-enter the aquarium during regular operating hours (10:00 a.m. to 5:00 p.m. in the winter and 10:00 a.m. to 6:00 p.m. in the summer).

Can we visit the gift shop?

- If you would like the gift shop to be opened early your group leader must request it ahead of time. If you would like time in the gift shop, be sure to plan additional time for this in the morning from 9:00 - 9:30 a.m.

What else do I need to know?

- Free coffee will be available in the morning.

Name: _____ Date: _____

Organization or School Group: _____

Signature: _____

Have questions or want additional information?

Contact 541-283-1148, or email sleepinthedeep@aquarium.org

GROUP LEADER CONTRACT



We look forward to you joining us for an Aquarium Sleepover! Please read this document carefully and share the information with your group before arriving at the Aquarium.

THINGS TO KNOW:

- For school groups or scout troops we require you to bring a minimum of one chaperone for every 10 children. Chaperones must be at least 21 years of age.
- Each chaperone/parent must read, sign and bring the Chaperone Contract to the sleepover.
- Please arrive at the Aquarium classroom (staff entrance) at 6:00 p.m. The classroom and staff entrance are marked by signs at the south end of the visitor parking lot near the “Wolf Eel” parking area.
- The Aquarium is a tobacco, vape, and marijuana free facility. For the safety and enjoyment of our visitors, staff and animals, smoking is not allowed anywhere on site. Please keep this in mind and plan accordingly with patches, etc. to accommodate this. A reminder that gum is not allowed on Aquarium grounds.
- We suggest you pack light because you will carry your items a fair distance to the tunnels where you will be sleeping. Please mark sleeping bags, sleeping bag covers, etc. with names to avoid mix-ups when preparing to leave. Participants leave through the staff entrance at 9:00 a.m. the following morning.
- The Aquarium will provide dinner with a vegetarian option, including drinks. In the morning, a light breakfast and coffee will be served. If anyone in your group has any dietary concerns or allergies it is their responsibility to bring their own food and notify the Sleepover Attendants.
- All dinner and breakfast items are nut-free.
- Help us protect the animals. Only touch animals in the touch tank. Never throw anything into the exhibits or tap on the tanks (sound travels faster in water and is much louder to the animals in the exhibits).
- Flash on cameras is fine, except at the octopus exhibit. To avoid getting the flash in your photo, try taking the photo at an angle to the tank.
- If you need first aid assistance during the sleepover contact Sleepover Attendants.
- Participants will receive a hand stamp at the end of the sleepover which gives them entry to the Aquarium that day.

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GROUP LEADER CONTRACT

- The gift shop is open by request only. If you would like to use the gift shop, let us know when you register and plan additional time for this in the morning, 9:00 to 9:30 a.m.
- The Sleepover staff members are available and willing to help answer questions and make your sleepover an enjoyable experience. Please let them know how they can help.
- Please understand, only a limited number of people will fit in each tunnel. Each tunnel should include at least two adults, one located at either end. If you are a part of a combo sleepover with other groups, sleeping locations are determined on a “first-registered first choice” basis. We can accommodate the following number of people in each area:

25-30 in Open Sea (shark) tunnel

10-15 in Orford Reef tunnel

15 in Halibut Flats tunnel

THINGS TO BRING:

- **Signed waivers for every participant and chaperone contracts for each chaperone/adult**
- Pillow, warm sleeping bag and sleeping pad (foam camping mats or **twin** air mattresses work best)
- **Warm** layers and rain jacket
- Modest, **warm** pajamas
- Toiletries
- Change of clothes
- Food for participants with special dietary needs
- Bug spray (optional)
- Camera (optional)
- Ear plugs and eye masks (optional)
- Comfortable walking shoes

THINGS WE DO NOT PERMIT:

- Running
- Climbing on rocks
- Yelling
- Additional food or snacks (except for special diets)
- Weapons
- Chewing gum
- Tobacco and marijuana use
- Electronic devices (music players, game players, etc.)

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GROUP LEADER CONTRACT



THINGS TO KNOW:

Within 5 days of receiving your contract, please:

- Submit a 10% deposit. This deposit will be applied to the final program cost.
Please note, if a deposit is not received, your date is not reserved.
- Payment can be made in one of two ways:
 - Mail in a check (made out to the Oregon Coast Aquarium)
 - By phone **if you are paying by credit card.** Card payments can be made over the phone at (541) 867-3474, Monday thru Thursday from 8:00 a.m. to 4:30 p.m.

Please send checks to:

Oregon Coast Aquarium
Attn: Sleepover
2820 SE Ferry Slip Road
Newport, Oregon 97365

Two weeks before your reserved sleepover:

- Make your final payment (full amount minus the 10% deposit) by mail or credit card as listed above.
- Email the final number of children and adults to **sleepinthedeep@aquarium.org**. We need this number a week prior to your sleepover so we can confirm food and staffing sufficient for your group. At this time no additional people can be added to your group and no refunds will be issued.

On the evening of the sleepover:

- Bring signed Group Leader Contract, Chaperone Contracts for EACH adult, and waivers for EACH participant (downloadable off of our website and attached to your email confirmation.)

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GROUP LEADER CONTRACT



CANCELLATION AND REFUND POLICY

- Notice of group cancellation must be made at least two weeks before your scheduled sleepover in order to receive a refund of your deposit. A refund of the deposit will not be given for cancellations made less than two weeks prior to the event.
- In the event that the Aquarium must cancel the scheduled event, all deposits or money received will be reimbursed. The Aquarium is not liable for any other expenses that the client may have incurred in the preparation and execution of the event.
- All private sleepovers must meet and/or pay for the minimum of 20 participants. Refunds will not be provided for individuals who do not show up for the event.
- If your party number exceeds more than you originally booked, please be prepared to pay on-site at the time of event.

By signing the following I acknowledge I have read and agreed to the prior policies.

Printed Name: _____ Date: _____

Organization or School Group: _____

Signature: _____

Have questions or want additional information?

Contact 541-283-1148, or email sleepinthedeep@aquarium.org

OREGON COAST AQUARIUM SLEEPOVER RELEASE WAIVER



PLEASE USE A SEPARATE FORM FOR EACH PARTICIPANT.

Participant's Name: _____

Parent/Guardian Name (minors only): _____

Mailing Address: _____

Email: _____

Evening Phone: _____ Cell Phone: _____

PLEASE INITIAL THE FOLLOWING:

_____ I hereby release the Oregon Coast Aquarium officers and its employees from any claims which I might have for injuries or damage resulting from failure to follow instructions and cooperate as instructed or as a result of the risks and dangers involved in this activity.

_____ In the event that I / the child needs medical treatment, I hereby consent and authorize the accompanying representative of the Oregon Coast Aquarium to provide treatment. I agree to be responsible for the cost of any medical services and to indemnify the Oregon Coast Aquarium for such expenses.

_____ I hereby authorize Oregon Coast Aquarium personnel to photograph / video myself / the child for the purposes of education and promotion of Aquarium programs. I understand that these images may be used in a variety of ways, including videos, publications and websites. (By not initialing, you REVOKE consent.)

_____ I / the child do not have any physical or mental conditions which would restrict or prevent me / the child from participating in any scheduled activity, or which would increase the risk of harm with the exceptions listed on the medical form.

NON-DISCRIMINATION POLICY: The Oregon Coast Aquarium is proud of our diverse and inclusive programs. Consistent with our corporate non-discrimination policy and applicable laws, OCAq programs are open to everyone regardless of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Signature (parent must sign for minors): _____

Printed Name: _____ Date: _____

Have questions or want additional information?

Contact 541-283-1148, or email sleepinthedeep@aquarium.org

PERSONAL & MEDICAL INFORMATION



PLEASE USE A SEPARATE FORM FOR EACH PARTICIPANT. THIS FORM IS CONFIDENTIAL.

Participant's Name: _____ DOB: _____

Parent/Guardian Name (minors only): _____

EMERGENCY CONTACTS

In case of emergency, please list the name and phone number of a second party who could respond.

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

MEDICAL INFORMATION

Please list any allergies, medical / behavioral issues, special needs etc. that our staff should be aware of or that may require special accommodations:

MEDICAL POLICY

In the case of medical emergency, it is Oregon Coast Aquarium policy to contact 911 immediately. If not present, parents and/or guardians will be contacted after emergency services have been activated. Aquarium staff are certified in CPR and Basic First Aid, but will not treat any serious medical condition nor administer medications of any kind. All information released by a parent and/or guardian on this form is considered confidential and will not be released to any third party.

Signature (parent must sign for minors): _____

Printed Name: _____ Date: _____

Have questions or want additional information?

Contact 541-283-1148, or email sleepinthedeep@aquarium.org

OREGON COAST AQUARIUM SLEEPOVER

SCHEDULE & WHAT-TO-BRING GUIDE



What to Bring:

- Signed Chaperone Contracts and waivers for every adult and child participant
- Warm sleeping bag
- Pillow
- Sleeping pad
- Coat and/or rain jacket
- Warm pajamas
- Toiletries
- Change of clothes
- Comfortable walking shoes
- Ear plugs (optional)
- Eye mask (optional)
- Camera (optional)
- Bug spray

What NOT to Bring:

- Flashlights
- Glow sticks or laser pointers
- Video games
- Music players
- Candy or Gum
- Weapons
- Tobacco or marijuana products
- E-cigarettes or e-vape products
- Alcohol

The Oregon Coast Aquarium is a smoke and vape free facility. Smoke breaks are not permitted during the sleepover.

Evening Schedule

6:00pm	Welcome! Check in at classroom
6:15pm	Introduction, safety, and chaperone expectations
6:30pm	Dinner
7:15pm	Move gear over to Passages of the Deep!
7:45pm	Safety walk & talk
8:00pm - 9:15pm	Scavenger hunt/tour the Aquarium galleries
9:15pm	Evening tunnel time activities
10:00pm	Get ready for bed
10:30pm	Lights out!

Morning Schedule

7:00am	Wake up! Pack up gear
7:45am	Breakfast
8:15am-9:00am	Outdoor exhibits, Behind the Scenes Tour or Special Presentation
9:00am	End of sleepover; Exit through the classroom
9:00am-9:30am	Gift Shop (optional)

Have questions or want additional information?

Contact 541-283-1148, or email sleepinthedeep@aquarium.org

FOOD & DIETARY RESTRICTIONS



The Aquarium will provide the following food items to sleepover participants:

Dinner:

- Salad with a choice of Ranch or Balsamic Vinaigrette dressings
- Build your own “Hamburger Buffet”*
- Hamburger bun and Patty with Lettuce, Tomato, Pickles, Onion, Mayonnaise, Ketchup, Mustard, and Cheddar cheese*
- Assorted Potato Chips

Beverages

- Lemonade
- Gatorade

**Gluten-free bread and Vegetarian patties available upon request in advance*

Breakfast:

Hot Items

- Breakfast Ham
- Potatoes O’Brien
- Scrambled Eggs (Gluten-Dairy Free)

Cold Items

- Mixed Fruit Bowl (Gluten Free)
- Yogurt Parfaits (Gluten Free w/no Granola)
- Assorted Muffins
- Assorted Granola Bars

Beverages

- Orange Juice
- Milk
- Apple/Berry Juice
- Coffee with Cream and Sugar

No products containing nuts will be served. If anyone in your family or group has dietary or allergy concerns, it is their responsibility to bring their own food or supplement what is offered.

Please notify a Sleepover Staff member upon arrival if you have items that need to be refrigerated. No other outside food will be accepted other than that needed for those with dietary restrictions.

Thank you and have a great sleepover!

Have questions or want additional information?

Contact 541-283-1148, or email sleepinthedeep@aquarium.org