



Delhi Tobacco Museum & Heritage Centre
200 Talbot Road – DELHI, Ontario N4B 2A2 519-582-0278

Museum Mania 2017

PARENT/GUARDIAN INFORMATION FORM

Equipment

Children are required to wear comfortable clothing, running shoes, and sunscreen. Other required equipment will be outlined in the theme-day leaflets available at registration.

Lunch

Children are responsible for bringing a healthy lunch and snacks each day, unless they are given instructions otherwise. Children are also highly encouraged to bring a refillable water bottle each day, as we have a water cooler that can be used to fill the bottle if necessary.

Scheduling

The *Museum Mania 2017* programme is offered on a first come, first serve basis. The programmes are one day workshops that run from **9:30 a.m. to 3:30 p.m. each day**. Participants may register for one or all of the programmes offered. All programmes are for children ages 6 to 10, with no exceptions.

Sign-In and Sign-Out

Participants are required to be signed in and signed out from *Museum Mania* programmes by their parent/guardian. **Children are not permitted to leave the Museum grounds without a permission slip from their parent/guardian.**

Discipline & Dismissal

Museum Mania staff have the right to withdraw privileges or expel a participant if a situation arises where a child does not follow the rules and regulations as outlined by the leaders. Incidents will be documented and parents will be notified. A child will have three chances to correct his or her behaviour. However, if unruly behaviour persists, he or she will be withdrawn from *Museum Mania* without a refund.

Emergencies

The safety of the child is paramount. In case of an emergency, the parent/guardian will be notified immediately and if the parent/guardian cannot be reached, the child will be taken by ambulance to the nearest emergency room.

Health and Safety Requirements

The Museum is equipped with standard first aid kits, an AED (*Automated External Defibrillator*) unit, and all of our museum staff are certified in Red Cross Standard First Aid and CPR.

Prescriptions

If medication is to be administered to a child during programme hours, a permission slip must be signed by the parent/guardian BEFORE the medication can be given. The medication must be in its original container and bear the child's name before it will be given. Parents/guardians are asked to hand the medication directly to museum staff at morning drop-off so it may be placed in a locked cabinet. At pick-up, a staff member must be asked to retrieve the medication.

Special Needs & Allergies

Please inform staff of any physical challenges, emotional problems or developmental delays your child may have. This information will remain confidential but is necessary for us to better accommodate your child. Please inform staff of any allergies at registration. We ask that you do not send any nut products with your children; however, please keep in mind that the Museum is a public facility for tourists and other visitors and therefore **we cannot guarantee an allergy-free environment.**

REGISTRATION:

We require payment and paperwork completed in full at the time of registration. Final numbers are determined by the number of people who have paid the registration fee by the deadline as we cannot place names on a list to hold spaces. This eliminates those who 'sign up' but do not 'show up' for a programme. If the programme is full and you express interest, your name will be placed on a waiting list. The first name on the waiting list will be contacted should a registered participant cancel, and if interest still exists, payment and paperwork in full will be required ASAP to be considered registered for the programme.

PAYMENT:

The cost for each programme is **\$25/day**. Payment may be made by cash, cheque, or debit. Please make cheques payable to: NORFOLK COUNTY. A fee of \$25 will be levied on all NSF cheques. Please note, post-dated cheques will **not** be accepted. Friends of the Museum will receive a 10% discount on the cost of all Museum Mania day camps with proof of a current Family Membership.

BEFORE & AFTER PROGRAMME:

We are now offering a before and after programme that will run each camp day. Children may be dropped off anytime between **8:30 a.m. and 9:30 a.m.** and may be picked up any time between **3:30 p.m. and 4:30 p.m.** for an **extra \$5/day**. These time frames will be strictly enforced. Parents are asked to please be considerate of our operating hours and staff time, as the Museum will not open until 8:30 a.m. and will close promptly at 4:30 p.m.

NIGHT AT THE MUSEUM:

The cost for this programme is **\$40/child**. There will be a maximum of 15 participants and a child to adult ratio of 5:1 due to the nature of the event. Registration follows Museum Mania procedure: first come, first served with complete payment and registration form. If the event list is full, your name will be placed on a waitlist and the first person on the waitlist will be contacted should a participant cancel. ***Please note: if your child shows discomfort and requests to leave the Museum, the primary contact will be called regardless of the time.***

CANCELLATIONS:

The deadline to register and to pay for a programme is one week prior to the day of the programme. This is the date our staff will use to determine whether there is enough interest to cover the costs of hosting the programme. If there is not enough interest, the programme will be cancelled and those who have registered will receive a full refund. A full refund, less a \$5 administration fee, will be issued if a cancellation request is received two weeks prior to the start of the programme. If one-week notice is given, a refund of half of the fee will be issued. There will be **NO REFUNDS** for cancellations on the day of the programme.

I have read, understand, and agree to the information for parents/guardians as outlined above.

Parent/Guardian Signature: _____  _____ Date: _____

Museum Mania 2017

PARTICIPANT INFORMATION FORM

Child’s Name: _____

Age: _____ Birth date: ____/____/____
D M Y

Address: _____ Postal Code: _____

Parent/Guardian _____ Home # _____
Work # _____
Cellular # _____

Parent/Guardian _____ Home # _____
Work # _____
Cellular # _____

Emergency Contact (other than parent): _____

Relationship to child: _____ Phone #: _____

(Optional)
Doctor’s Name: _____ Phone #: _____
Doctor’s Office Address: _____

Note any **ALLERGIES** (*food, insects, medications, etc.*):

Are there any medications given to your child during the day? Yes No
If “yes”, please specify:

Is there anything we should be aware of (*special needs, hyper-activity, etc.*)?

Personal information is collected under the authority of the Municipal Act, R.S.O. 1990, C.F. 31 and will be used for the purpose of registering and confirming participation in a recreation programme and, if required, seeking medical assistance for the participant. Questions about the collection of this personal information should be directed to: Records Management/F.O.I. Coordinator, (519) 426-5870 x 1261

My child may be picked up by:

Name: _____ Phone #: _____

Please Note: Children will only be allowed to leave the Museum with a parent/guardian unless otherwise noted above OR a note is received from a parent/guardian on the day in question. If a child has parental permission to walk home from the Museum, please *make a note* on this form, or *send a note* with the child on the day in question.

A) Disclaimer:

I) **I agree to have my child photographed for *Museum Mania 2017* (Please see Model Release Form).**

Parent Initial: _____

II) **I hereby absolve and will not enter claim against the Delhi Tobacco Museum & Heritage Centre or Norfolk County for any accident, injury or loss incurred while my child is a participant in *Museum Mania 2017*.**

Parent Initial: _____

B) Medical Release:

I) **If at any time, due to circumstances such as an accident, sudden illness or emergency, and medical treatment is required (*and you cannot be contacted*), care may be given by private physician or hospital. I also consent to emergency transportation by ambulance if necessary.**

Parent Initial: _____

C) Parent Information Form:

I) **I have read and agree to the information outlined in the Parent Information Form.**

Parent Initial: _____

Parent/Guardian Signature: _____ Date: _____



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MODEL PHOTO RELEASE FORM

Staff of *Museum Mania 2017* at the Delhi Tobacco Museum & Heritage Centre request your permission to photograph your child for the purpose of internal exhibits, media releases such as brochures and newspaper articles, and for use on the Delhi Tobacco Museum & Heritage Centre website and/or Facebook.

We request this permission to demonstrate and to advertise various activities and events that occur during the course of the summer programme.

**** Please complete the following ****

Yes, I, _____ (*Print Parent/Guardian Name*), duly authorize and grant permission for the Delhi Tobacco Museum & Heritage Centre (*Corporation of Norfolk County*) or its assignees to freely utilize the photographic image(s) of my child, _____ (*Child's name*), I have provided and/or in which my child appears.

Parent/Guardian Signature: _____
Date: _____

No, I, _____ (*Print Parent/Guardian Name*), **do not** give my permission for my child, _____ (*Child's name*), to appear in photographs for *Museum Mania 2016*.

Parent/Guardian Signature: _____
Date: _____



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REGISTRATION FORM

Before & After Programme

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 The cost for this programme is an extra **\$5.00** per day.

Date	Programme	Cost	✓ (Check to register)	Before/After (\$5.00 per day)
July 4 th , 2017	Lego Legends	\$25.00		
July 5 th , 2017	Ultimate Active Adventure	\$25.00		
July 6 th , 2017	Hollywood Highlife	\$25.00		
July 11 th , 2017	Sensational Science	\$25.00		
July 12 th , 2017	Animal Antics	\$25.00		
July 13 th , 2017	Party in Paradise	\$25.00		
July 18 th , 2017	Wacky Water Works	\$25.00		
July 19 th , 2017	Perfectly Pampered	\$25.00		
July 20 st , 2017	Jungle Jumble	\$25.00		
July 21 st – 22 nd , 2017	NIGHT AT THE MUSEUM III	\$40.00	<i>Separate Registration Form Required</i>	
August 8 th , 2017	Egyptian Exploration	\$25.00		
August 9 th , 2017	Pajama Jamboree	\$25.00		
August 10 th , 2017	Food Frenzy	\$25.00		
August 15 th , 2017	Pokemon Palooza	\$25.00		
August 16 th , 2017	Splash Bash	\$25.00		
August 17 th , 2017	Champion Challenge	\$25.00		
August 22 nd , 2017	Superhero Saga	\$25.00		
August 23 rd , 2017	Imagination Creations	\$25.00		
August 24 th , 2017	Circus Celebration	\$25.00		
		TOTAL FEE		
			COMBINED TOTAL:	



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PAYMENT FORM

			TOTAL #	TOTAL \$
Programme Days:				
Before & After Programme:				
Friend of the Museum (10%):				
Total Fee:				
Cash	Cheque	Debit	Cheque #:	Receipt #:
Museum Staff Verification:				

Please make cheques payable to: **NORFOLK COUNTY**

THANK YOU FOR SUPPORTING MUSEUM MANIA 2017!