



## Delhi Tobacco Museum & Heritage Centre

200 Talbot Road – DELHI, Ontario N4B 2A2 519-582-0278

### Museum Mania 2019

## **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-week 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 2019* programme is offered on a first come, first serve basis. The programmes are one day workshops that run from **9:00 a.m. to 4:00 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 However, if unruly behaviour persists, he or she will be withdrawn from *Museum Mania* without a refund.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 **\$27.50 /day**. Payment may be made by cash, cheque, or debit. Please make cheques payable to: NORFOLK COUNTY. A fee of \$27.50 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 9:00 a.m.** and may be picked up any time between **4:00 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: \_\_\_\_\_