

Overnight Information for Scout Leaders & Chaperones



We're excited you're coming to spend the night at the Children's Museum & Theatre of Maine (we're sure the children are excited, too!) Below is information about your visit. If you have any unanswered questions or comments, please email info@kitetails.org or call (207) 828-1234.

Directions...

Museum & Theatre is located at 142 Free St. in Portland, Maine.

From I-295 N or I-295 S:

- Take exit 6-A (Forest Ave. South).
- Bear right at the lights onto Rt. 77 South and proceed through the park. Continue up the hill (Rt. 77/ State Street).
- At the top of the hill take a left onto Congress Street.
- Proceed 2/10 mile, cross High Street and immediately bear right onto Free Street.
- The Children's Museum & Theatre of Maine is on the right.

When you arrive...

There is a loading zone in front of the Museum. Before you park for the night, stop at the loading zone to drop off your luggage. Plan to arrive at 5:30pm and be ready to attend a formal introduction/orientation at 6pm. Note: Museum doors will be locked between our closing to the general public at 5pm and when we open to you at 5:30pm. You will not be let in before 5:30pm, but you can start unloading luggage into the vestibule. A Museum staff member will meet you at 5:30pm and give you further instructions about the night. Please allow yourself ample time to upload and park. Orientation begins promptly at 6pm. If you arrive later, you will miss formal orientation. If you are running late, please call the Front Desk at (207) 828-1234 x231.

Parking...

Once you have unloaded all the luggage, drivers should park (you can bring the children or leave them w/ chaperones at the Museum). **Parking is NOT provided by the Museum.** The best option for parking is on the street. Meters are free after 6:00 P.M. Mon-Sat and street parking on Sunday is free. You can also park at the Spring Street Garage (entrance is located on Free St.), 1½ blocks from the Museum. There is an overnight charge in the garage, however if bring your green parking ticket to the Museum we will stamp it so you receive a discount (\$1 per hour instead of \$1.75). This garage will close at 12:00 A.M. and not reopen until 8:00 A.M. It is advised that your troop leave at least one vehicle in an accessible location, (i.e., on the street) in case of an emergency.

What to Bring...

Please have all participants pack their things into bags clearly labeled with their names and troop or pack number. (Trash bags work well to transport pillows and sleeping bags!) Please limit 2 bags per participant.

Each participant should have:

- A sleeping bag and pillow
- A sleeping pad or air mattress (you will be sleeping on exhibit area floors)
- PJs and toiletries
- Comfortable clothes and walking shoes
- Spending money for Museum kiosk (optional)
- Mess Kit
- A book or magazine to read before or after bed while it is quiet time

Each troop should have:

- Flashlights
- First aid kit
- Evening snack (The Museum provides a light breakfast only. Refrigeration is available). Please refrain from bringing any nuts.
- Mess kits are encouraged. We care about the environment, so please bring re-usable bowls, cups, spoons for cereal and juice. Paper products will be available on a need-basis.

Sample Schedule (subject to change)

Evening

5:30- 6:00pm	Arrival, check-in, Museum & Theatre exploration
6:00pm	Orientation
6:15- 7:45pm	Educational program (stations or presentation depending on topic)
7:45- 8:15pm	Snack
8:15- 9:00pm	Museum & Theatre exploration
9:00- 9:30pm	Set-up sleeping areas, get ready for bed.
9:30 – 9:45pm	Story time/sharing/reflection
10:00pm	Lights out

Morning

6:45am	Wake up, get dressed
7:00-8:00am	Breakfast and packing
8:00 -9:00am	Shopping at the kiosk, Museum & Theatre exploration
9:00am	Departure

Special Needs/Dietary Restrictions...

Please notify the Museum prior to the camp-in if your group has any special needs, and we will do our best to accommodate!

Basic Rules...

- Scouts are not allowed to leave the building under any conditions (except in the case of an emergency).
- Smoking is prohibited throughout the Museum & Theatre and on our campus.
- No food or drink is allowed in the exhibit areas.
- Chaperones, if you exit the building you will be locked out, so please arrange accordingly.

Other...

The Museum & Theatre will assign a sleeping area suitable for your entire group. In the event it is a smaller attendance overnight (or privately scheduled) participants may be allowed to choose their own sleeping areas.

Contacting the Museum...

Should a participant's family need to contact her during the overnight, they can call the Museum's front desk at (207) 828-1234 x231. Group leaders with cell phones may wish to make that number available to participants' families.

Cancellations & refunds...

Decisions to cancel due to inclement weather will be made by the Museum & Theatre on the day of the scheduled event. For overnights booked through the Girls Scout Council of Maine, please call the answering service for cancellation notifications (207-772-1177). For overnights booked through the Children's Museum & Theatre, we will phone the Troop or Pack leader regarding a cancellation. Deposits for weather-related cancellations will be credited towards a re-scheduled event. The Museum & Theatre reserves the right to cancel a workshop or overnight in the event registration does not meet minimum enrollment. If canceled, a full refund will be issued. If the reserving group cancels the reservation within 2 weeks notice, deposits are non-refundable.

All other questions or concerns can be addressed by calling (207) 828-1234 or info@kitetails.org

Thanks for reading. We look forward to having you!