

SEEC CELEBRATIONS INFORMATION AND POLICIES

SEEC CELEBRATION SCHEDULE (THIS SCHEDULE REPRESENTS A 2 PM TIMESLOT, HOWEVER THE TIMING OF ACTIVITIES IS THE SAME FOR ALL TIMESLOTS)

2:00 – 2:25 – THEMED PLAY STATIONS

2:25 – 2:45 – CIRCLE

2:45 – 3:15 – MUSEUM VISIT

3:15 – 3:30 – SHARE OUR FINDINGS FROM THE MUSEUM

3:30 – 4:00 – CAKE

**FOR AN ADDITIONAL FEE: 4:00 – 4:30 – PLAYGROUND TIME

SEEC CELEBRATION SCHEDULE IN DETAIL

*THEMED PLAY STATIONS : Upon arrival, guests will have lots of opportunities to play and engage in activities related to the chosen theme. Beginning the event this way allows time for late arrivals before we gather together to begin the guided activity.

*CIRCLE: The group will gather to explore the theme together. For example, during the dinosaur party, children will pretend to be paleontologists and dig for fossils. During the camping party, the children will think about what they might need to go camping and make their own binoculars to take into the museum exhibit.

*MUSEUM VISIT: The fun will continue into a related museum exhibit as we learn more about the topic through interactive activities and guided inquiry. Due to SEEC policy, everyone must leave the center when we go to the exhibit.

*SHARE OUR FINDINGS FROM THE MUSEUM: When we return to the classroom, one party leader will lead the children in a discussion about what they found or read a book related to the topic, while the other party leader will help the family set up the tables for a special treat.

*CAKE OR OTHER SPECIAL TREAT: Children and families can enjoy a special treat. Please note that as we are in a museum, we cannot have lit candles.

*PLAYGROUND (FOR AN ADDITIONAL FEE): End the party with some outdoor time at the SEEC playground.

THEMES

AGES 3 - 5

NATURAL HISTORY	AMERICAN HISTORY
OCEAN CREATURES	JAZZ
DINOSAURS	OPERA
CAMPING	TRANSPORTATION
WHERE THE WILD THINGS ARE	FIRE TRUCKS
CAVE ART	
ANIMALS	

KINDERGARTEN – THIRD GRADE

NATURAL HISTORY	AMERICAN HISTORY
ANCIENT EGYPT	FASHION FRENZY – COMING FALL 2018
DINOSAURS	

GOODY BAGS

Goody bags are included for every child guest for every party. The goody bags vary depending on theme, but generally have tools to explore and foster curiosity such as a small shovel, magnifying glass and paintbrush. Goody bags also contain an item specific to the theme such as stickers, and an extension of activities that can be done at home to keep the fun going beyond the museum.

PRICE

	AGES 3 – 5	KINDERGARTEN – THIRD GRADE
Up to 12 Child Guests	\$375	\$375
Up to 20 Child Guests	*For ages 3 -5, we limit the number of child guests to 12 , including the birthday child, to ensure the ease in which children will be able to engage in the classroom and museum. If more than 12 child guests come to the party without prior approval from SEEC, the family will be assessed a \$75 fee plus an additional \$30 per extra child.	\$475
Add-on half hour playground time	+\$25	+\$25

DEPOSITS & CANCELLATION

To reserve a date, we will collect 50% of the total cost, and will require the other 50% at the time of the party, or the following week. In the event you need to cancel, we will refund half the deposit up to two weeks prior to the SEEC Celebration date. If the event is canceled less than two weeks from the celebration date, SEEC will keep the entire deposit.

GUEST LIST

Please note that the number of child guests includes all children who will participate in the activities and receive a goody bag. If you have an infant that will stay with you for the party, or an older sibling that will be mainly helping as opposed to participating, they do not need to be counted towards to the number of child guests (but their name still needs to appear on the guest list in order to pass through security).

We will be in touch a week before the Celebration to finalize the guest list. We will need a guest list with child and parent (first and last) names at least 24 hours in advance in order to share the list with security so that your guests can bypass the security lines that can sometimes be very long. Our space is limited, and having numerous adults in the classroom space can feel overwhelming for the children and impede the party activities. For this reason, the number of adults may not exceed one adult per one child, except for the host family. If there are more adults that wish to stay during the party, we are happy to welcome them to our conference room for coffee, and they can join the party for the special treat at the end.

GUEST ARRIVAL

Without clear instructions, it can be difficult for guests to find our location. We provide printable invitations with this information as well as a map to send to guests if you so choose.

A week prior to the Celebration a SEEC team member will send a pdf document with instructions and a map to send to your guests. SEEC is happy to send these directions via email to your guests if you provide emails addresses.

For parties at the National Museum of Natural History:

Enter the National Museum of Natural History on **Constitution Avenue** at the far left entrance. You may **bypass the public security line** and go through the staff security check point. Simply tell the officer that you are a participant in a SEEC Celebration and provide your name. Turn to the left and meet one of the celebration leaders at the T-Rex head. They will lead you to the celebration space. If you arrive 25 or more minutes late, go through the glass double doors that read Smithsonian Library (next to the T-Rex head), and follow the signs for the party!

For parties at the National Museum of American History:

- *From the National Mall:* Cross Madison drive, and walk down 12th St, bordering the National Museum of American History. Soon after you begin walking down the 12th, you will see a set of stairs on the left-hand side. Walk down the steps and keep going straight towards the entrance with glass doors and walls. Enter the set of doors on the left-hand side. Tell the officer you are a participant for a SEEC event and provide your name. Ring the doorbell and someone will come to let you in.
- *From Constitution Avenue:* Turn on to 12th Street (the side that is bordering the National Museum of American History). There will be a sidewalk that veers off from the 12th Street sidewalk - take this path. The path will pass the Victory Garden and a playground. Continue until you see the entrance with glass doors and walls. Enter the set of doors on the left-hand side. Tell the officer you are a participant for a SEEC event and provide your name. Ring the doorbell and someone will come to let you in.

HOST ARRIVAL

SEEC staff will set everything up, but if you would like to arrive early, you are welcome to arrive up to 15 minutes prior to the start time. Upon arrival, please call the party leader whose number will provided to you the week before the party. They will come out to the security desk to lead you back to the room.

PARENTS

Parents are welcome to drop off their children and depart, but they must add their cell phone number to our guest list so that we can contact them in case of an emergency. Parents dropping off will be provided with a hand out that has specific instructions and a map to find us at the playground at the conclusion of the party.

FOOD

Food is not permitted inside the museum galleries. The host may choose to provide snacks and/or a special treat to participants when we return to the party space (please be mindful that SEEC is a **nut free facility**). Prior to this time food is not allowed as it is a distraction to children's engagement in the activities. Please also be advised that since we are located in a museum **we cannot have lit candles** at events. A small treat (such as cake, cupcakes, brownies, etc.), one snack, and a drink have been successful in prior parties. Items you may want to consider bringing if you plan to have food as SEEC does not provide tableware: plates, napkins, utensils, a knife (to cut cake).

WHAT TO BRING

SEEC provides all the necessary materials for themed play stations, a museum visit, fun on the playground, and goody bags. Other than food, some hosts choose to bring tablecloths (Our tables fit four children, so depending on your final number you will need to bring 3-4 table clothes. We have three 30" round tables that are about 2.5 feet high, and one 30" square table that is 2.5 feet high), or a banner. Please be mindful that it can be difficult to find parking near the museum on a weekend afternoon, so for ease of transport, you may want to limit the amount of materials you bring (also remember you may be leaving with numerous gifts!).

PARKING

Street parking is available, but fills up quickly. Give yourself time to find a space and walk to the museum. Using parking apps such as Parking Panda can ensure you get a spot prior to the party. In addition, there are many public parking garages near to the museum such as:

[SP+ Parking](#) – 601 Pennsylvania Avenue NW

[PMI Parking](#) – 1111 Pennsylvania Avenue NW

METRO

Closest stations: Federal Triangle, Smithsonian and Navy/Archives. Please check metro's schedule for track work and delays.

NATIONAL MALL EVENTS

We do our best to notify families of large events and/or street closures within the vicinity of the Museum, but it is ultimately the participants' responsibility to plan their route. Consider checking <http://www.godcgo.com> before you travel.

STROLLERS

If your child is able to walk, we recommend not bringing a stroller as it can encumber the process of moving around the museum.