

# SEEC Celebrations

## Information and Policies

SEEC Celebrations are unique, fun, and family centered. As we are a childcare facility located within a museum, we have some guidelines – see if it's a good fit for you:

1. Do you want your child and their friends to have a learning adventure, mixed with fun?
2. Do you want your party to be led by experienced early childhood educators who are excited to be a part of your celebration?
3. Do you want minimal clean up and set up?
4. Are you willing to send your guests extra information about directions so they are clear on how to find the party location?
5. Are you willing to balance unexpected circumstances that come with being in the Nation's Capital with the fact that your experience will take place in a world-class museum?

If you answered “yes” to these questions a SEEC Celebration is right for you and your family! If you answered “no”, perhaps join us for one of our weekend family workshops instead.

### SEEC CELEBRATION SCHEDULE (Approximate timing)

- 10:15 or 2:15 – Themed Play Stations
- 10:40 or 2:40 – Circle
- 11:00 or 3:00 – Gallery Visit
- 11:30 or 3:30 – Share our findings from the museum
- 11:45 or 3:45 – Cake and Celebrate
- \*\*12:15 or 4:15 – Playground time for an additional fee

### THEMES & LOCATIONS

#### AGES 3 – 5 YEAR OLDS

NATURAL HISTORY
OCEAN CREATURES
DINOSAURS
ANIMALS

#### AGES 6 – 8 YEAR OLDS

NATURAL HISTORY	AMERICAN HISTORY
ANCIENT EGYPT	FASHION FRENZY
DINOSAURS	

### PRICE

#### AGES 3 – 5 YEAR OLD PARTIES

- \$395 for 10 guests (including birthday child).
- Can add up to **5** more for an additional \$20 per child.
- Child guests include any child at the party between the ages of 2 and 10.
- If more than 15 children participate without prior approval from SEEC, the family will be assessed a \$150.00 fee plus an additional \$20 per extra child.
- We limit the number of child guests to **15** including the birthday child, to ensure the ease in which children will be able to engage in the classroom and museum.
- Add-on half hour playground time for \$25.

## AGES 6 -8 YEAR OLD PARTIES

- \$395 for 10 guests (including birthday child).
- Can add up to **10** more for an additional \$20 per child.
- Child guests include any child at the party between the ages of 2 and 10.
- If more than 20 children participate without prior approval from SEEC, the family will be assessed a \$150.00 fee plus an additional \$20 per extra child.
- We can accommodate **up to 20** children. Parties with guests of 16 or more require an additional educator. Therefore, we must know by the 1<sup>st</sup> of the month prior to your party (for example, January 1 for a February 15 party) the size of your party. You will be charged the additional fee regardless of how many children actually attend.
- Add-on half hour playground time for \$25.

## DEPOSITS & PAYMENT

To reserve a party date, we will collect a \$200.00 deposit. The remaining amount will be collected at the time of the party by check (preferred) or by credit card (fees apply). If you pay by check, please make it out to "Smithsonian Early Enrichment Center".

## CANCELATION

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 but we are willing to help you reschedule for another date within a calendar year.

## GUEST LIST

We will be in touch a week before the Celebration with a guest list template for you to complete. We will need a guest list with child and parent names the Friday prior to your party. Please be mindful of the number of adults you bring to the party. We cannot accommodate more than two adults per child due to space limitations.

## HOST ARRIVAL



SEEC staff will have the birthday room with themed stations setup. Hosts may arrive up to 30 minutes before the start of the party. When you arrive, please call the party leader whose number will be provided to you the week before the party. The party leader will meet you at the security desk with a small cart to assist in bringing any materials you bring to the birthday room.

## 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 to send to your guests. SEEC is happy to send these directions via email the Friday before the party if you provide guest emails.

For parties at the **National Museum of Natural History:**



- **Arrive:** Natural History Museum, entrances at Constitution Avenue and 10<sup>th</sup> Street, NW OR Madison Drive on the National Mall
  - The closest entrance to our check-in location is Constitution Avenue, but entry lines might vary
- **Check-In Timing:** 10:00 – 10:35am for morning parties or 2:00 – 2:35pm for afternoon parties.
- **Check-In Location:** glass doors leading to “Smithsonian Libraries” on the ground floor, north side of the building, near benches
- **Celebration Starts:** 10:15am for morning parties or 2:15pm for afternoon parties.

- **Be Advised:** We regret that we are not able to offer expedited entry. Please give yourself extra time to find parking, wait in the public line, and check-in.
- **Late Arrival:** If you arrive 20 mins after the start time of your class, please call **202-633-1399** or **202-812-9543**.

For parties at the **National Museum of American History:**

- *From the National Mall:* Cross Madison drive, and walk down 12<sup>th</sup> St, bordering the National Museum of American History. Soon after you begin walking down 12<sup>th</sup>, 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 12<sup>th</sup> Street (the side that is bordering the National Museum of American History). There will be a sidewalk that veers off from the 12<sup>th</sup> 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.
- If you need help finding us call or text **202-812-9543**.

## PARENTS & DROP OFF

Parents are welcome to drop off their children and depart as long as the below minimums are met. We require that parents who drop off their children add their cell phone number to our guest list so that we can contact them in case of an emergency. Parents who drop off will be provided with a handout that has specific instructions on how to pick up at the end of the party.

### AGES 3 - 5

**A minimum of one adult per three children** need to be present during the Celebration and accompany the group to the Museum Gallery (for example, 4 adults if there are 12 children). Due to SEEC policy, everyone must leave the center when we go to the exhibit.

### AGES 6 - 8

**A minimum of two adults** need to be present during the Celebration and accompany the group to the Museum Gallery. Due to SEEC policy, everyone must leave the center when we go to the exhibit.

**FOOD**

Our parties are packed with fun and activities. Due to this fact, we limit food to the end of the party, once we return to the party space after our gallery visit. If you wish to provide food, please consider bringing only one celebratory treat, one healthy snack (such as a fruit or vegetable), and one snack for adults. SEEC provides coffee for adults, and pitchers and cups for water. If you wish to provide lunch, you can make arrangements separately with Smithsonian Group Dining through Kevin Tracy at [TracyKe@si.edu](mailto:TracyKe@si.edu) or 202-633-7171.

Please be mindful that SEEC is a **nut free facility** and that since we are located in a museum **we cannot have lit candles** at events.

**WHAT TO BRING**

One of the joys of having a birthday party at SEEC is that everything is provided for you! Finding parking near the museum on a weekend can be difficult, 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!).

<i>Other than food, we encourage you to bring...</i>	<i>We DO NOT encourage you to bring...</i>	<i>You CANNOT bring...</i>
<ul style="list-style-type: none"> <li>• Plates, napkins, utensils</li> <li>• Tablecloths - Our tables fit four children, so depending on your final number you will need to bring 3-4 tablecloths. We have three 30" round tables that are about 2.5 feet high, and one 30" square table that is 2.5 feet high. (photo below)</li> <li>• A few large, sturdy bags to transport gifts</li> <li>• Small decorations if desired, such as a banner.</li> </ul>	<ul style="list-style-type: none"> <li>• Table decorations: we use the tables at the beginning of the party for the themed play stations.</li> </ul>	<ul style="list-style-type: none"> <li>• Knives</li> <li>• Balloons</li> <li>• Candles</li> <li>• Nut products</li> </ul>



### **GOODY BAGS**

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

### **PARKING**

Street parking is available, but fills up quickly. Give yourself time to find a space and walk to the museum.

### **METRO**

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

### **STROLLERS**

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

### **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.

# SEEC Celebrations Information and Policies Agreement

I have read, understand, and agree to adhere to all of the previous policies. I understand that if I have any questions or concerns I can contact Brooke Shoemaker at [ShoemakerB@si.edu](mailto:ShoemakerB@si.edu) or 202-633-2945.

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Host Name Printed

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Host Name Signature

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Date

**\*\*Please sign and return to Brooke Shoemaker at ShoemakerB@si.edu\*\***