

## Zoo Snooze Program Policies & Procedures



### **Adult-to-Child Ratio:**

We require a ratio of one responsible adult for every five children attending an overnight event.

### **Alcoholic Beverages:**

For the safety, security, and comfort of all program participants the presence and/or consumption of alcoholic beverages is not allowed during overnight programs.

### **Smoking Policy:**

It is against park policy for any person to smoke or light cigars, cigarettes, marijuana, tobacco or other smoking material, including electronic smoking devices, within a Metro Parks Tacoma park.

### **Items not allowed on zoo grounds:**

Glass containers, glow sticks, piñatas, or balloons. These items are not allowed for the safety of our animals.

### **Sleeping Location Policy:**

Zoo Snooze staff sleep nearby in the Aquarium and will notify the group or family leaders of their sleeping locations. Groups or families must sleep in the Pacific Seas Aquarium, in the Baja Bay gallery. Participants will remain 2 ft. from the edge of the window during sleeping hours so as not to disturb the animals. Mixed sex groups will be responsible for determining adherence to their own sleeping location policies. Participants are not permitted to exit the aquarium during sleeping hours unless directed to do so by zoo staff or in an emergency.

### **Program Participant Form:**

Please download, print, fill out, and bring the necessary participant forms with you on the night of your Snooze. They are available on the zoo's website at <https://www.pdza.org/discover/camps/zoo-snoozes/>. Please take the time to fill this out completely; this sheet is extremely important. Group leaders are responsible for ensuring that all program participants complete and submit this form. It contains vital information pertaining to allergies, special situations, and emergency contact information.

### **Child Discipline:**

The designated group or family leader is responsible for providing guidance and discipline to children attending the overnight program. Instructors will communicate directly with the designated leader or family member to ensure a safe and enjoyable experience for all participants and staff.

**Accommodation Request:**

Metro Parks Tacoma strives toward providing inclusive programs to all community members. People of all abilities are invited to consider registering for any recreational program Metro Parks Tacoma has to offer provided they meet the minimum eligibility requirements. We can usually build customized support to suit your needs.

To request an accommodation please allow 10 business days prior to the start of the program. Please contact Cathleen McConnell at [cathleen.mcconnell@pdza](mailto:cathleen.mcconnell@pdza) for an accommodation request form. This address is for accommodation information only. For program registration and information please email [reserve@pdza.org](mailto:reserve@pdza.org).

**Fees & Cancellation Policy:**

**Group Snoozes:** Zoo Snooze overnight programs require a **non-refundable deposit**, for complete details regarding fees and cancellation policy, please refer to your Snooze contract.

**Family Snoozes:** Full payment is due at time of reservation. PDZA reserves the right to cancel any program. In the event that PDZA cancels a program, all fees will be refunded.

**Staff Background Check Policy:**

Public programs staff, volunteers, and interns will be subject to the following background check policy:

Section I: Metro Parks Tacoma commits to providing a safe environment and will take appropriate steps in requiring those that work or volunteer with youth, vulnerable adults, and/or the elderly provide criminal background checks as a condition of their employment or volunteer assignment with Metro Parks Tacoma.

Section II: All potential new/rehired employees and regularly scheduled volunteers that work for Metro Parks Tacoma will be required to complete the Washington State Patrol (WSP) Request for Criminal History Information form prior to the first day of work or volunteer assignment. Employment and volunteer assignments will be contingent upon a clear background check. Supervisors are responsible for ensuring this requirement is met prior to allowing an employee or volunteer to begin assignment.

Section III: Potential new/rehired employees and regularly scheduled volunteers that work in areas that have direct contact or supervision over youth, vulnerable adults, and/or the elderly will be required to submit fingerprints for a more extensive background checks conducted through the Federal Bureau of Investigation (FBI) in addition to the WSP background checks.