**Bring A Child to Work Day**

FAQ’s

1. **Registration and Check-in**:

* **All participating parents/sponsors and children are required to Check-in** for the event between 0700 and 0800 on 25 April at the Check-in Desk in the Town Center Food Court, Bldg. 22.
* A Continental Breakfast will be provided free of charge in the Town Center food court starting at 0700.
* A BACTWD Information Desk will be located in the Town Center front lobby from 0900 – 1300 for general information and emergencies.
* A second Information Center will be located in the Humphreys building (197) first floor Café Atrium in front of the NAVSEA Auditorium. It will be open from 0700 to 1400.
* All participating WNY employees’ children between the ages of 6 to 17 years are eligible to participate in the event.
* **Children must be accompanied by their parent/sponsor at all times.**
* Pet animals are prohibited.
* All participating children must have a signed **Parental Release Form** to take part in the event. Employees sponsoring a child other than their own for the event, must have a completed **Sponsor - Parental Release Form** submitted with their Registration Form.

2. **Building 197 Access and Security:**

* WNY BACTWD participants will be allowed access into the building’s **first floor** unrestricted spaces only.
* NAVSEA Security requires children 12 years and up to have a photo ID (any type) for access into NAVSEA Headquarters buildings. **The BACTWD Access Badge will serve allow access for participating children and their parents**.
* BACTWD Committee members will be stationed at the Security Desk at the Employee Entrance (Isaac Hull Ave) to assist with access for the participating children. Each registered child will be provided an access badge for entry into NAVSEA HQ’s buildings during the event.
* **A Parent, Guardian or Sponsor must accompany their children at all times**.

3. **Welcome Event:**

* **All participants** are required to check in at the Welcome Event in the Town Center food court hosted by NSAW at 0800. Attendees should be **seated by 0755**.

4. **Open House Activities:**

* A Base Map and list of participating locations participating in the event will be available at Check-in.
* Schedules for each participant are included in the confirmation received at registration. A Third activity rotation should be chosen opposite a lunch period: for example, third activity Firehouse and Lunch A means the participant has lunch at 1050 and should arrive at the Firehouse for their last activity NLT 1150).
* Parent/sponsor office: If your office is in a secure area, you will need to obtain the proper clearance according to your home office policy to bring your child into your workspace.

5. **Lunch Rotations:**

* A variety of lunch vendors will be available; however, participants must make the choice for a lunch vendor or lunch on their own at registration. Locations of participating vendors will be listed on the event map
* **Lunch Voucher**: A $5 Lunch Voucher will be provided to be used at specific lunch vender locations. **You must make your vendor selection during online registration.**

6. **Take-Aways**:

* Each **registered** **participating** child will receive a Community Service Certificate for 8 hours that can be picked up at each participating WNY Tenant’s designated location between 1200 and 1500 on 25 April. POC’s for each Tenant organization will provide the information to their personnel.
* If your child’s school requires their specific Community Service Form be completed, parents/sponsors may have the forms completed by BACTWD Information Center staff.