**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 26 April at the Registration Desk at the Catering and Conference Center (CCC).
* A Continental breakfast will be provided free of charge in the CCC starting at 0700.
* A BACTWD Information Desk will be located in the Building 22 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 the NAVSEA Headquarters buildings. **The BACTWD Badge will serve for access for participating children**.
* BACTWD Committee members will be stationed at the Security Desk at the Employee Entrance to assist with access for the participating children. Each registered child will be provided an access badge for entry into NAVSEA building 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 CCC hosted by NSA Washington at 0800. Attendees should be **seated by 0755**.

4. **Open House Activities:**

* A Base Map and list of participating WNY locations and lists of participating Tenant locations will be available at Check-in.
* 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:**

* Attendees may participate in the Group Lunch in the CCC or lunch on their own.
* **Group Lunch**: A Group Lunch is provided at no cost to participating parents and children**. If you intend to participate in the Group Lunch, you must sign up at 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 1530 on 26 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.