



ADMINISTRATION INSTRUCTIONS

The Day Before

- Please refer to the packing list (on the last page) to ensure that you have packed all that is needed for the camp.
- Important: Please remember to bring your own sleeping bags and small pillows, and a jacket for extra warmth in air-conditioning.

Registration & Check-In

- **On the day of your camp, please register at the entrance of Changi Experience Studio, Level 4, Jewel Changi Airport, at between 8.30am to 9.10am.** Your booking confirmation will be required for check-in.
- **Kindly contact our Changi Experience Studio Camp Facilitator duty phone at 9234 9209 if you will be late for your registration on Camp date.** Do note that our activities will start on-time and you may miss part/full of the activities if you are late.
- Your detailed itinerary, as well as other inclusions such as merchandise and free parking coupon, will be provided upon registration. Instructions for attractions access will also be provided during check-in.
- After check-in, you can deposit your overnight bags and sleeping bags in a locker or behind the counter. Please bring along your valuables and essential items, such as water bottle, in a hand-carry bag as you go about your day activities.

Programme & Activities

- The first activity of the camp begins at 9.15am. You may miss parts of the itinerary if you report for registration any later than 9.10am.
- **Important: Please note the reporting times and meeting venues for each of the activities, which will be stated in your itinerary.** You may miss parts of the itinerary if you report for your activity later than the stipulated time or at the wrong venue.
- Recycled materials will be provided for the Sustainability Festive Craft workshop. Participants are **encouraged to bring recycled materials from home** to further decorate their festive ornaments. Some items you can bring include outdated magazines, recycled plastic bottles and buttons.
- After your scheduled activities, you may enjoy free and easy time in attractions or participate in recommended airport activities, as well as shopping and dining in Jewel. Please refer to changiairport.com and jewelchangiairport.com for details on activities happening at Changi Airport and Jewel Changi Airport, as well as operating hours of attractions and activities.

Access & Re-entry to Changi Experience Studio

- Upon check-in, you will be given a wristband for identification and an access card for re-entry to Changi Experience Studio.
- **Please note that the access card must be kept securely and returned to the ticketing counter of Changi Experience Studio before 12.00pm the next day, when it will be invalidated.** Each lost card will incur a fee of \$10.

Food & Drink

- As no food and drinks (except plain water) are allowed in Changi Experience Studio at all times, please have your meals and snacks in Jewel or airport eateries before entering the studio.
- Please prepare your own bottles of water to ensure that you stay hydrated throughout the day. There are pantries located near toilets within Jewel, should you need to top up your bottles.

Shower & Washing Up

Shower

- Time slots will be allocated for showers between 5.00pm and 9.30pm. This will be reflected in your itinerary, given on the day of registration.
- Location of showers will be at the toilets within Changi Experience Studio. You will be assigned the shower cubicle, time and duration according to your group size.
- **Please bring along basic toiletries including shampoo and shower gel, as well as your own towels (towels will not be provided) and slippers for a convenient shower experience. A hand carry bag is recommended for you to contain your towels and clothes for change.**

Washing-up

- There is a toilet located within Changi Experience Studio for your convenient use of the lavatory at any time, when in the studio.
- To avoid congregation, morning washing-up will be between 7.30am to 8.00am at a few different toilets located within and near Changi Experience Studio.
- Morning washing-up will be at the toilet within Changi Experience Studio, the toilet beside Mothercare outlet (Level 4), and beside Bakery Cuisine outlet (Level 3, take the escalator immediately outside Changi Experience Studio down). Please go to the 2 alternative toilets if the Changi Experience Studio toilet is full.
- Please bring along your own toiletries for washing-up, including toothbrush, toothpaste and facial foam.

Night Return & Bed-Time

- Board games and playmats will be set-up in Changi Experience Studio by 9.00pm, for your enjoyment. You may also bring your own games.
- Tents will be set-up by 9.00pm. If you wish to take photos of the tents against the colourful digital game stations of the studio, you may do so between 9.00pm to 10.00pm.
- The digital game stations in the studio will be shut down at 10.00pm, to facilitate winding-down and retiring to your tent and its surroundings. Lights will be dimmed at 11.00pm.

- You may also wish to enjoy activities around Jewel and other parts of the airport beyond 9.00pm. Please note that last re-entry to Changi Experience Studio for the night is 12.00am, midnight. Participants will be required to sign-in when they return to the studio for the night. Wristbands can be removed upon last entry for the night.
- Pursuant to fire safety measures required by authorities, participants are not allowed to shift the tents as set-up and located, though you can reposition it within the same location (eg. change its direction).
- Please bring along your own power bank for overnight charging of mobile phone.
- You are advised to store your valuables in the locker for overnight security. But do keep items you may require overnight with you.

Check-Out & Departure (Second Day)

- On the second day, wake-up time will be between 7.00pm to 7.30am.
- Please leave the tent by 8.00am, to enjoy breakfast in Jewel or at Terminal 1. Tents will be cleared at that time.
- Please remove your overnight bags and belongings from the locker at 8.00am, when leaving the studio for breakfast.
- Please note that the studio access card has to be returned to the ticketing counter of Changi Experience Studio before 12.00pm on the second day, when it will be invalidated.

Safe Management Measures

- In light of Covid-19, please note that safe management measures have to be followed, as required by the authorities, if any.
- Those who are feeling unwell in any way or display respiratory symptoms including runny nose, cough, sore throat and fever, are not permitted to participate in the programme.

Packing List

1. Sleeping bag*
2. Small pillow
3. Clothes
 - a. Pyjamas + Jacket (for air-con)
 - b. Second day outfit
 - c. Extra set of clothes for child
4. Comfortable walking shoes + slippers (for shower and night time) inside Studio
5. Toiletries for washing up at night and towels for shower
6. Power bank & charging cable
7. Water bottle
8. Other personal essentials
9. Additional recycled materials for Sustainable Festive Craft Workshop e.g. magazines, bottles, buttons etc

***Note: A 5cm air mattress will be provided, but do bring along your own sleeping bag and pillow.**