



High Touch High Tech®

Science Experiences That Come To You™

Pre-School Program Scheduling Frequently Asked Questions (FAQ's):

How do I book a program, and what information should I have ready?

A program may be booked by calling 508.384.5020, emailing info@ScienceMadeFunNE.net, faxing 508.384.5021 or simply using the online reservations form in the Reservations tab.

Information that we need includes:

- Name, address and phone number of the school
- Your name and contact information
- High Touch High Tech Program name
- Dates with alternatives
- Number of classes
- Number of students per class
- School start time
- School end time
- Lunch or other unavailable times
- Any special concerns/considerations

Is there a contract for the programs?

We will send you the details of the program (dates, program, number of students and the total cost) in writing by email or fax. Please send us a \$40 deposit and a signed copy of the contract to confirm the program.

Will we get a reminder before the program?

Generally, no. However, an invoice is mailed out a week prior to the program to the person who booked the program. Payment is due on the day of the program.

How long are the programs and how can I fit them into a school day?

We recommend

- 30-45 minute programs for pre-school age children
- 60 minute programs for Pre-K and KG age children
- 90 minute programs for children in Grades 1-2

We can typically start at 9:00 am and can present until a few minutes before dismissal time. Our scientists need breaks of 10-15 minutes between the sessions.

What happens when school is closed due to inclement weather?

Since these events are completely unpredictable at the time of booking, High Touch High Tech cannot reserve alternate dates. However, we will mutually reschedule the missed programs as close as possible to the missed date.

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What if there is a delayed opening?

Our scientist will do as many programs as can fit into the revised school timing. We will only cancel on explicit prior agreement between us.

How much does it cost?

The fee is \$275 per 60-90 minute program. In addition there is a transportation fee of \$25/scientist/day. Teachers and aides participate free of charge.

Is there any deposit?

A \$40 non-refundable deposit will confirm your program reservation.

How do we pay for the programs?

We accept checks. We cannot accept individual checks from parents.

Can I pay for a workshop with grant dollars that have been awarded to my school?

Yes. Many schools pay for their High Touch High Tech programs with grant dollars received several local, state and corporate grants.

Where does High Touch High Tech present programming?

We come to your pre-school and can conduct programs in your classroom or multipurpose room.

Does the scientist require access to the classroom before the program starts?

Normally it takes between 5-10 minutes to set up the equipment for the program. The scientist can do this in the classroom without disturbing the class activities.

How should I set up my classroom in preparation for the scientist?

Our scientist and your students will need either desk tops or table tops at which to conduct their hands-on science experiments. The scientist may also use a chalk board or dry erase board for diagrams and vocabulary. Some programs may require access to water, therefore access to a sink and tap would be helpful. This information will be in the confirmation packet sent to you. Please call 508.384.5020 for more information.

Can teachers step out of the classroom while the scientist is facilitating the program?

Teachers or an adult representative of the school are requested to remain in the classroom throughout the program. We encourage teachers to participate and rely on their feedback to assist in our efforts to continuously improve our FUN and exciting hands on science experiences.

What does the scientist need?

If the scientist is unable to stay in one room, he/she will need a schedule with the teachers' names and room numbers for each allotted time slot. Please leave this with the office secretary the morning of the in-house field trip. If your school has more than one level, and the scientist will be moving from room to room, he/she will need access to an elevator if one is available. Should an

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elevator not be available, please ask a custodian or staff member to help with carrying the crates up and down the stairs.

Do we need additional help during the programs?

Our scientists can do the entire program without additional help. However, some additional help allows our scientists to concentrate on interacting with the students to a greater extent. Usually the classroom teacher/aide greatly facilitate the program. Teachers enjoy the program as much as the students.

What if students are allergic to supplies used during the program?

We do not knowingly use peanuts or nut products in any of our program. Please call 508.384.5020 for concerns about any other items that will be used during the program. Most often we will have a substitute for the problem items. Please call for any other dietary restrictions.

How many scientists do the program?

Normally one scientist does the program.

What if my Board or parents need further explanation of High Touch High Tech?

We have been providing programs in Massachusetts since 1994 and enjoy an excellent reputation in area pre-schools. We can provide a reference packet for your Board to review. You may also choose to send home permission slips explaining where their money is going even though their child is not leaving campus.

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