



# High Touch High Tech<sup>®</sup>

Science Experiences That Come To You<sup>™</sup>

## Frequently Asked Questions about Booking Elementary Programs:

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

A program may be booked by –

Call: 210.359.8648  
Email: [info@ScienceMadeFunSATX.net](mailto:info@ScienceMadeFunSATX.net)  
On-line reservations: Select the “Reservations” tab

School information we need includes:

Name of school  
Your name  
Program name  
Dates (with alternates)  
Grade level(s)  
Number of classes  
Number of students per class  
School start time  
School end time  
Lunch (or other unavailable times)  
Class rotation periods (if applicable)

Classroom specific information that is very beneficial:

A brief description of the unit being taught  
Is this program for introducing, reinforcing, or reviewing the unit?  
Are there specific TEKS objectives to be met?  
A list of key vocabulary  
Any critical health conditions to consider  
Is the class ELL (English language learners)?  
Is the class considered G&T (gifted and talented)?

[www.ScienceMadeFunSATX.net](http://www.ScienceMadeFunSATX.net)  
Tel: 210.359.8648



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## **Are there contracts for the programs?**

Yes. We will provide you a proposal with the details of the program (dates, grade, program, number of students) and the total cost by email. Please sign and return the proposal, or respond by email, to confirm the details to reserve your dates.

We will complete any documentation required by your organization as requested.

If you are using a Purchase Order, please provide that number as soon as possible so that we can include that on our invoice.

## **Payment:**

We will provide an invoice upon completion of the program or group of programs. Any adjustments to the pricing, such as changes in headcount, will be reflected on the invoice. Payment is expected upon completion.

Note that headcount is based on the number of registered students, not the number of students that participated in the class.

## **Will we get a reminder for the program?**

Not necessarily. If there are details to finalize, we will telephone or email you several days in advance to make the final arrangements. Of course, you can contact us at any time for any reason.

Your requested date(s) are immediately scheduled on our calendar at the time we submitted our proposal. Please make sure you review the details and approve the proposal.

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

Three 90 minute programs can fit in a school day (for example: 8:30-10:00; 10:15-11:45; 12:30-2:00). We can typically start as soon as announcements are over. We can present until a few minutes before dismissal time, however, please try to avoid students leaving for early bus pickup, patrol duty, or other end of day commitments. We need 15 minute breaks between program sessions in order to prepare for the next class. 60 minute programs are also available for K-2<sup>nd</sup> classes, if requested.



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## **How much do programs cost?**

The price for 90 minute programs is \$7.00 per student or a minimum of \$140.00 per class. 60 minute programs are \$6.00 per student or a minimum of \$120 per class. Teachers, adult aides, and parents participate free of charge.

## **Is there any way to reduce the cost?**

We offer low prices everyday.

## **Is there any deposit?**

We do not require a deposit.

## **How can we pay for programs?**

We accept PO#'s, checks, cash, and PayPal. We do not accept individual checks from parents of classroom students.

## **Exactly who pays for High Touch High Tech programs?**

School funds which are allocated for science, field trips, remedial, or enrichment activities are frequently administered by principals. District funds may also be available. In addition, parents and PTA/PTO members can raise funds for programs.

Schools receiving grants can use their awards towards science education. Your District Foundation Grants are there for you to request. Please note that High Touch High Tech offers assistance for grant seekers. If interested, contact us at 210-359-8648.

## **Should we book the program before, during, or after students study this unit?**

It is preferable to conduct the program during the early phase of the unit. This way, the students are familiar with the topic, and the teacher has ample class time for follow-up activities, questions, and discussion. However, we have found that our programs are also effective at reinforcing or reviewing a unit. All of our programs address specific TAKS objectives and incorporate interdisciplinary concepts whenever possible.



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## **What preparations are ideal?**

High Touch High Tech has found that teachers who have introduced the key vocabulary for the unit and understand the TEKS objectives will get the most out of our programs. Students should bring their science journal and be prepared for fun hands-on learning.

## **Are programs adaptable to different grades?**

Most programs are, unless the overall concept is beyond the grade level. Often, program experiments are the same, but the discussion is adjusted in order to provide each grade with an optimal experience. All of our programs are geared towards specific TAKS objectives, and we will be happy to address any other appropriate scholastic needs that a teacher or administrator may wish to include.

## **What if there is a delayed opening, class schedule change, or fire drill at the school on the booked day?**

Our scientists will do as many programs as can fit into the revised school schedule.

## **Where exactly does High Touch High Tech conduct the programs?**

We come to your school fully equipped and can conduct programs in a science lab, an empty classroom, or multipurpose room. The science lab is the best location to conduct the program because it provides the opportunity for students to move from their normal classroom into that special science atmosphere. Tables and chairs are required. Our scientist will rearrange the room to provide an optimum environment for that day's program. Most programs have collaborative activities which require students to be in groups of 2 to 6.

## **Does the High Touch High Tech scientist require access to the classroom before the program starts?**

Yes. It takes 30 to 60 minutes to set up equipment for the program. It is necessary for school administrators to be aware of our program schedule in order to facilitate hallway navigation, and provide access into locked rooms so that classes can start on time.



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## **What does the High Touch High Tech scientist need from the school?**

It is to the benefit of the school to provide a contact person and/or escort to help manage details. On the morning of the program, the class schedule and campus map should be left with the front desk administrator. The janitor should be notified that the door of the lab should be open by 7:15 a.m. A list of the teachers' names and room numbers should be provided for each allotted time slot. If your school has more than one floor, we will need access to an elevator (if one is available). A chalkboard or whiteboard with markers and eraser are very useful for diagrams and vocabulary notes. A water supply and sink are frequently required.

## **Can a teacher drop off the class with the scientist and leave?**

No. A teacher or adult representative of the school must be present for the programs.

## **Do we need additional help during the programs?**

All of our programs can be done by our scientist without additional help. However, some additional help in distribution of materials allows our scientist to concentrate on interacting with the students to a greater extent. Usually, the classroom teacher, aide, or other adult volunteers greatly facilitate the program. Adults that actively participate are a great role model for how scientists cooperate.

## **How many scientists present the programs?**

Normally, one scientist presents the programs. A second scientist may be present for training purposes.

## **Are High Touch High Tech instructors real scientists?**

Yes! All our instructors are qualified professionals with academic degrees. Our instructors have training with our programs to complement their background as scientists or educators with experience teaching children in schools, community institutions, or museums. In addition, all of our instructors undergo drug and criminal background checks.



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## **Are there any safety hazards in the programs?**

All High Touch High Tech programs are designed with safety in mind. Furthermore, in all programs containing potentially problematic materials (such as projectiles or chemicals), we specifically designate and highlight these components and generally convey the importance of safety factors. We expect that all students have signed their Safety Contract.

## **What if students may be allergic to supplies used during the programs?**

We do not knowingly use peanuts in any of our programs, and we avoid using non-treated latex. Please call 210.359.8648 if you know of any special concerns we need to be aware of about your students. We may have an alternative for any potentially problematic items.

## **Can principals, colleagues, or students' parents obtain further explanation of High Touch High Tech programs?**

Yes! We enjoy an excellent reputation with the city's elementary schools, school districts, Region 20, community organizations, and private homes. See the "What People Are Saying" link in our Media section for quotes from our customers.