



## Frequently Asked Questions

**When I book a program, what information should I have ready?** Please have ready the program name(s), # of classes, # of children per class, grade level and possible dates for your program(s).

**What happens after I book?** A letter will be sent to the scheduling teacher via email or fax. This letter will contain all details of the program including date(s), time(s), program name(s), and fee(s). If a contract for services is required, a letter will be sent to the bookkeeper at this time.

**Will I get a reminder for the program?** Our office manager will call/email the scheduling teacher 1 week prior to the program, as a reminder of our visit. If the program needs to be cancelled, please do so at least 14 days prior to programming date to avoid a \$50.00 cancellation fee.

**How long are the programs and how can I fit them in a school day?** We offer 50-minute programs and 90-minute programs. Depending on the programming you choose, we can fit up to 3 90-minute sessions per day or 6 50-minute sessions per day. We can typically start as soon as morning announcements are over and can present until a few minutes before dismissal. We need about 10-15 minutes (but no more than 30 minutes) in between sessions.

**Where does High Touch High Tech present the programs?** We come to your school and can conduct programs in the classroom, science lab or the multipurpose room. Students need to be seated at desks or tables in order to carry out the experiments.

**Are programs adaptable to different grades?** Most programs are, unless the overall concept is beyond the grade level. Very often the experiments are the same but the explanation and depth of material are adapted.

**Who pays for High Touch-High Tech?** Parents or the PTA/PTO usually pay the fees. Schools currently receiving outside grants may use them for the programs.

**How do we pay for the programs?** An invoice will be left with the bookkeeper at the end of the program. Payment is expected within 14 days. We accept cash or checks.

**What does the scientist need from the teacher(s)?** Upon arriving in the office, the scientist needs a schedule of classes to visit with room numbers, teacher's names and a map of the school. A board to write on is useful for diagrams and vocabulary. Additionally, for insurance purposes, a representative from the school must be present during presentations.

**How many scientists do the program?** Usually one scientist can comfortably run a program. Sometimes we may send additional help for special circumstances. We always welcome parent volunteers or the assistance of the teacher or the aides. This is not necessary, but a wonderful enhancement for our program. Parents and teachers enjoy the programs as much as the children.