



High Touch High Tech®

Connecticut and Westchester County, NY

Science Experiences That Come To You™

Elementary Scheduling Frequently Asked Questions

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

A program may be booked by calling 800-311-9993, emailing htht@hthtscience.org, or using the online form in the Reservations tab. Information that we need includes:

Name of School
Town
Your name
Program name
Dates with alternates
Grade
Number of classes
Number of students /class
School Start time
School end time
Lunch or other unavailable times:

Is there a contract for the programs?

We will send you in writing the details of the program (dates, grade, program, number of students) and the total cost, whether it is by mail, fax or e-mail.

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.

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

Each program is 90 minutes long, and you can fit up to three programs in a school day (example: 8:15-9:45; 10:00-11:30; 12:15-1:45). We can typically start as soon as announcements are over and can present until a few minutes before dismissal time. We need breaks between the sessions of 15-30 minutes

Should we do the presentation before or after students study this unit?

It is preferable to do the program during the early phase of the unit. This way the students are familiar with the topic, but the teacher has ample time for follow up activities or questions.

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 the material are adapted.

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 mutually reschedule the missed programs as close as we can to the missed date.

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.

www.ScienceMadeFunCT.net • 800.311.9993

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Where does High Touch-High Tech® present programming?

We come to your school and can conduct programs in your classrooms, multipurpose room, science lab, or media center. Students need to be seated at desks or tables to carry out the experiments. Most programs have some group activities that need students to be in groups of 4-6.

How much does it cost?

The fee is \$10.00 per student. The minimum charge per class is \$200 (equivalent to the charge for 20 students). If you schedule only one program per day the minimum cost is \$300. In addition, there is a transportation fee of \$25.00/day/scientist. Teachers and parents participate free of charge.

Is there any way to reduce the cost?

Yes, you have a number of options:

1. If you have less than 20 students per class, reducing the number of classes by combining them or spreading students from one class to others can reduce the overall cost.
2. If you can fit 4 classes in a day by reducing the time for each program to 60 minutes, the charge is \$9.00/student. The minimum cost for the day is \$680.00. In addition, there is a transportation fee of \$25.00/day/scientist.
3. Programs during September, the second half of December and during one week in April are offered at \$9.00/ student. The minimum cost/class is \$180, and the minimum cost/day is \$270.00. In addition, there is a transportation fee of \$25.00/day/scientist.
4. If you allow us to choose the exact date 2 weeks prior to the program, the charge will be reduced to \$9.00/student. In addition, there is a transportation fee of \$25.00/day/scientist.

Is there any deposit?

We do not require any deposits for in-school programs.

How do we pay for the programs?

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

When is the payment due?

On the last of day each set of programs. For example, if 3rd grade is doing two sets of programs; one on January 10, 11 & 12 and the next on April 17, 18 & 19; then the payment for the first set is due on January 12 and the second set on April 19.

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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.

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

Normally it takes from 5-20 minutes to set up equipment for the program. The scientist can do this in the classroom without disturbing the class activities.

What does the scientist need?

If the scientist is unable to stay in one room, he/she will need a schedule and map left with the office secretary the morning of the field trip with the teachers' names and room numbers for each allotted time slot. 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. A chalk or white board is useful for diagrams and vocabulary, and certain programs have specific room set-up requirements; please call 800-311-9993 for more information. Additionally, for insurance purposes, an adult representative of the school must be present during the presentations.

Do we need additional help during the programs?

All our programs and scientists can do the entire program without additional help. However, some additional help allows our scientist to concentrate on interacting with the students to a greater extent. Usually the classroom teacher / aide or 1 or 2 parent volunteers greatly facilitate the program. Parents enjoy the program as much as the students.

What if students may be allergic to supplies used during the program?

We do not knowingly use peanuts or nut products in any of our programs. Non-latex substitutes for gloves and balloons are standard in our equipment. Please call 800-311-9993 for concerns about any other items that will be used during the program. Most often we will have substitutes for the problem items.

How many scientists do the program?

Normally, one scientist. Sometimes we may send additional help if the situation warrants it.

Is additional information available for each program?

A study guide that includes possible allergy hazards can be sent to you if you request it at the time of booking the program.

What if my principal or parents need further explanation of High Touch-High Tech®?

We enjoy an excellent reputation in the area elementary schools and can provide a reference packet for your principal to review. We also have a parent letter you may send home with your permission slips explaining where their money is going even though their child is not leaving campus.

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