



# High Touch High Tech®

Science Experiences That Come To You™

## Grades K-8 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](mailto: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
- Program name
- Dates with alternatives
- Grade(s), names of grade teachers
- 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, grade, 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.

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

Each program is 60-90 minutes long. You can fit up to four programs in a typical school day. We can typically start as soon as school announcements are over, and can present until a few minutes before dismissal time. Our scientists need breaks of 10-15 minutes between the sessions and a slightly longer break for lunch.

### *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 adaptable to different grades 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.

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### ***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. Please inform us as early as possible about school closing.

### ***What if there is a delayed opening or an early dismissal?***

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. Please inform us as early as possible about the delayed opening so that we can plan accordingly.

### ***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 in order 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?***

Please see the website for current pricing.

### ***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. Programs during September and the second half of December are offered at discounted prices. Please check the website for current year pricing.

### ***Is there any deposit?***

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

### ***How do we pay for the programs?***

Invoices are sent out a week before the program. Payment is due on the date of the program. 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 via the 21<sup>st</sup>. Century Grant, Eisenhower Grant and several local, state and corporate grants.

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

Normally it takes between 15-20 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

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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 are requested to remain in the classroom throughout the program. Alternatively, an adult representative of the school must be present during the presentations. 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. A map may also be helpful. 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 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 or 1 or 2 parent volunteers greatly facilitate the program. Parents 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. If the situation warrants it, we will send additional help.

### ***What is my principal or parents need further explanation of High Touch High Tech?***

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

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