REQUEST A FIELD TRIP
The Ruth Patrick Science Education Center offers more than 50 different hands-on, inquiry based K-12 student programs that are aligned to state standards. Different programs are offered each month. A calendar of offerings, program descriptions, and reservation request forms can be found on our website at: http://rpsec.usca.edu/student/. Reservation requests for student programs may be submitted online, or mailed to the RPSEC at USC Aiken, 471 University Parkway, Box 3, Aiken, South Carolina 29801, or faxed to: (803) 641-3615. Requests received after the deadline will be placed on a waiting list. No reservations will be accepted by telephone.

CONFIRM YOUR FIELD TRIP
All scheduling for the upcoming school year is done in the summer. Once your visit has been scheduled, you will be mailed a confirmation contract letter. Confirmation contract letters MUST be signed and returned to the RPSEC by the date specified, or your scheduled program(s) will be cancelled and filled from the waiting list.

RESCHEDULING A VISIT
Once all visits have been confirmed (after September 1), a request for rescheduling may result in the assessment of a $25.00 fee. The fee will be assessed if a re-schedule is the result of failure by the teacher to indicate in-service days, testing dates, or school holidays on the reservation form, or if the reschedule is for a reason other than school closure, inclement weather, or other emergency. There is no guarantee that the rescheduled program will be your original selection; however, the new program will be grade-level appropriate.

CANCELLATIONS
If you need to cancel a program, we must receive written notification at least two weeks in advance. Written notification of a cancellation MUST be received at least 2 weeks prior to the reserved date or a $25.00 cancellation fee PER PROGRAM will be assessed of schools. Groups from those schools will not be allowed to visit the RPSEC until the fee has been paid. *NOTE: An additional $10.00 PER PROGRAM will be assessed if your group misses your scheduled program without contacting the Center prior to the start time.

PROGRAM REQUEST GUIDELINES
• Each class may attend a total of four programs over the course of the year. Pending funding, this number may be reduced, so please prioritize your program requests. We will schedule your programs, subject to availability, in the order in which you list them on your reservation request form.
• We encourage teachers to consider scheduling two or three programs in one visit. Larger groups (up to 90 students) may rotate through a series of programs on the same day. There is a maximum of 60 students per visit for a double group (2 programs), or 90 students per visit for a triple group (3 programs).
• Programs are 60 minutes each unless stated otherwise. Please allow for transition time between programs.
• Due to the anticipated volume of program requests, it is highly unlikely that late requests will be filled.

SCHEDULING RESTRICTIONS
• Programs will not be scheduled for groups of less than 10 students.
• Group size is limited to 30 students per program. NOTE: A single group coming just for a planetarium program may bring up to 45 people.
• Teachers bringing 10 to 30 students may select one or two programs per visit.
• Teachers bringing 31 to 60 students MUST schedule visits in two-program blocks for a total visit of 2½ hours. Please choose two programs offered in the same month, only one of which may be a planetarium program, and neither of which may be an extended hour program such as the EcoHike.
• Teachers bringing 61 to 90 students MUST schedule three (3) programs for a total visit of 3½ to 4 hours including lunch. Please select one planetarium program plus two regular classroom programs offered in the same month, none of which may be extended hour programs such as the EcoHike.
PROGRAM START TIMES
Programs begin at 9:15 AM, 10:30 AM, 11:45 AM, and 1:00 PM. Program start times can be adjusted in advance upon request.

ACADEMIC STANDARDS
All student programs have been correlated to South Carolina and Georgia academic standards. Our inquiry approach to instruction at the RPSEC allows students to uncover science and mathematics content by developing and using appropriate process standards. Interwoven throughout our programs are the process standards of problem solving, communication, connections, reasoning and proof, and representations. Many of our programs are interdisciplinary and address content standards in science, social studies, mathematics, and language arts. South Carolina and Georgia academic standards correlations, children’s literature connections, pre- and post-visit activities, and more are available on our website: http://rpsec.usca.edu/student/.

LUNCH FACILITIES
Lunch facilities at the RPSEC can accommodate up to 90 students, but you must reserve the lunchroom or picnic tables prior to your visit on a first come, first served basis. Participants should bring bag lunches and drinks. The RPSEC does not have food available. If you plan to order a lunch from USCA Campus Food Service, or eat anywhere else on campus, please call 803-641-3293 in advance to make arrangements. NOTE: Double and triple groups should pre-divide their lunches to eat in two or three separate rooms.

CHAPERONES
- One teacher plus one adult per 8 students will be given free admission to planetarium programs. Adults exceeding this maximum will be charged a special adult admission price of $3.00 each.
- There is no charge for adults attending classroom programs (non-planetarium).
- To limit distractions to learning, children under the age of 4 are not permitted to attend any student programs at the RPSEC.
- Children under 4 years of age are not permitted in the planetarium.
- All participants should turn off cell phones and audible personal electronic devices during their visit.

STUDENT PROGRAM FEES
Classroom Programs
Aiken County Public Schools…………… Prepaid by the district
All Other Schools………………… $3.00 per student per program

Planetarium Programs
All Students …………………… $3.00 per student per program
(One teacher is admitted free; one adult chaperone per eight students is also admitted free. Additional chaperones pay $3.00 each.)

Cancellation Fee, PER PROGRAM .........................................................$25.00
No-Show Fee, PER PROGRAM .........................................................$35.00
Rescheduling Fee .................................................................$25.00

ADA STATEMENT
Please indicate if you need any special services, assistance, or accommodations to participate in our programs by contacting Deborah McMurtrie, Student Programs Director, in advance at DeborahMc@usca.edu or (803) 641-2834.

CONTACT INFORMATION
Ruth Patrick Science Education Center
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Website: http://rpsec.usca.edu/