



Ruth Patrick Science Education Center

UNIVERSITY OF SOUTH CAROLINA AIKEN

2016-2017 RPSEC PROGRAMS RESERVATION INFORMATION

PROGRAM REQUEST GUIDELINES

We recommend that ONE teacher make a reservation request for the entire grade level. We can accommodate up to 90 students per day (typically 9:15am- 1:15pm) unless special arrangements are made in advance for larger groups. Go to: <http://rpsec.usca.edu/student/ExpandedDoubleTriple.pdf>

- Groups of 10 to 30 students -

Plan to select **one, two, or three programs** per visit. Programs are 1 hour long.

- Groups of 31 to 60 students -

Must select **two or three programs** per visit.

Only **ONE** program may be a planetarium program.

Your visit will be approximately 3 hours/2 programs or 4 hours/3 programs (includes 30 minute lunch break).

- Groups of 61 to 90 students -

Must select **three programs** with only **ONE** planetarium program.

Your visit will be approximately 4 hours (includes a 30 minute lunch break).

RPSEC PROGRAM FEES

Type of Program	Aiken County Students	All Other Students
DISCOVERY	Prepaid by district	\$3.50 per student/per program
PLANETARIUM	\$3.50 per student/per program	\$3.50 per student/per program

One adult per eight students admitted free for planetarium programs. Additional adults pay \$3.50 each.

2016-2017 Reservation Request Timeline:

Friday, June 10th	Deadline to submit Student Programs Requests for 2016-2017. Confirmation contract letters will be mailed to teachers' home addresses no later than mid July.
Tuesday, September 6th	Deadline to return signed Confirmation Contract Letters to the RPSEC
Friday, September 9th	All unconfirmed 2015-2016 student programs <u>will be cancelled</u> and filled from the wait list
Monday, September 12th	RPSEC Student Programs classes begin

PROGRAM GUIDELINES

Children **UNDER 4 years of age** are **not permitted** in any of our student programs.

Please see the age guidelines on our program descriptions sheet.

Please help our stars shine brightly in the planetarium by leaving any light-up shoes or clothing at home.

ADA STATEMENT

Please indicate if you need any special services, assistance, or accommodations to participate in our programs by contacting us in advance at rpsec@usca.edu or (803) 641-3313.

2016-2017 RPSEC STUDENT PROGRAMS RESERVATION REQUEST

Completed forms may be emailed to RPSEC@usca.edu; or mailed to RPSEC, Box 3, USC Aiken, 471 University Parkway, Aiken, South Carolina 29801; or faxed to 803-641-3615.

You can find this form and other information at: <http://rpsec.usca.edu/student/>. You may also call us at (803) 641-3313.

Teacher's Name: _____ Birthdate (mm/dd): _____

Last four digits of SS#: _____ Home Phone: _____ Cell Phone: _____

E-mail Address (program reminder sent via e-mail): _____

Home Mailing Address (confirmation contract sent via mail): _____

City: _____ State: _____ Zip: _____

School: _____ District/County: _____ Grade Level: _____

School/Organization Phone: _____ Special Education Needs (Y or N): _____

Are you scheduling programs for your entire grade level? _____ If YES, total number of students: _____

Number of students to visit PER DAY: (10 minimum, 90 maximum) _____ Number of programs PER DAY (1, 2, or 3): _____

Name(s) of other teacher(s) who will attend: _____

PROGRAM REQUESTS

Please List Requests Priority Order. We suggest combining 2 to 3 programs per visit.

Please reference our **Field Trip Directory for Monthly Pairings**. Programs are **NOT offered every month**.

FIRST CHOICE

MONTH: _____

Program #1: _____

Program #2: _____

Program #3: _____

SECOND CHOICE

SELECT A DIFFERENT MONTH THAN 1ST CHOICE/WILL BE USED IF 1ST CHOICE IS UNAVAILABLE

MONTH: _____

Program #1: _____

Program #2: _____

Program #3: _____

If there is availability, please use my alternate choices to schedule a 2nd visit for this school year. (Y or N): _____

Check ANY of the days of the week that you CAN visit:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Check ANY of the times that you CAN START your FIRST program:

____ 9:15 AM ____ 10:30 AM ____ 12:00 PM ____ 1:15 PM ____ OTHER: _____

What is the **latest time** that you will need to leave the RPSEC? _____

____ CHECK HERE if you are planning on using our CAFETERIA/CLASSROOMS for lunch.

Our center **DOES NOT** provide lunches but you are welcome to bring a bag lunch for your visit.

Please list ANY specific dates that you CANNOT visit:

COMMENTS:

Please list instructional level and accommodations if you indicated special needs.

OFFICE USE ONLY: