



Ruth Patrick Science Education Center

UNIVERSITY OF SOUTH CAROLINA AIKEN

2017-2018 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 9 th | Deadline to submit Student Programs Requests for 2017-2018 Confirmation contract letters will be mailed to teachers' home addresses no later than July 28 th |
| Friday, August 25 th | Deadline to return signed Confirmation Contract Letters to the RPSEC |
| Tuesday, August 29 th | All unconfirmed 2017-2018 student programs <u>will be cancelled</u> and filled from the wait list |
| Wednesday, September 6 th ... | 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.

2017-2018 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 postal mail): _____

City: _____ State: _____ Zip: _____

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

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

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

PROGRAM REQUEST INFORMATION

Number of students visiting PER DAY: (10 min, 90 max) _____ Scheduling entire grade level? _____ If YES, total # of students: _____

How many programs would you like to request PER DAY? (check one): _____ 1 program _____ 2 programs _____ 3 programs

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

FIRST CHOICE

MONTH: _____

Program #1: _____

Program #2: _____

Program #3: _____

ALTERNATE CHOICE

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

MONTH: _____

Program #1: _____

Program #2: _____

Program #3: _____

If available, 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.

List ANY specific dates that you CANNOT visit:

COMMENTS:

OFFICE USE ONLY:

OFFICE USE ONLY: Date Received