



# Ruth Patrick Science Education Center

UNIVERSITY OF SOUTH CAROLINA AIKEN

## 2018-2019 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            | \$3.75 per student/per program |
| PLANETARIUM     | \$3.75 per student/per program | \$3.75 per student/per program |

*One adult per eight students admitted free for planetarium programs. Additional adults pay \$3.75 each.*

### 2018-2019 Reservation Request Timeline:

- Wednesday, June 6<sup>th</sup>** ..... Deadline to submit Student Programs Requests for 2018-2019  
Confirmation contract letters will be mailed to teachers' home addresses no later than July 27<sup>th</sup>
- Monday, August 27<sup>th</sup>** .....Deadline to return signed Confirmation Contract Letters to the RPSEC
- Friday, August 31<sup>st</sup>** ..... All unconfirmed 2018-2019 student programs will be cancelled and filled from the wait list
- Wednesday, September 5<sup>th</sup>** ... 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](mailto:rpsec@usca.edu) or (803) 641-3313.

# 2018-2019 RPSEC STUDENT PROGRAMS RESERVATION REQUEST

Completed forms may be emailed to [RPSEC@usca.edu](mailto: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**.

**\* List program choices in order of preference.**

### FIRST CHOICE

MONTH: \_\_\_\_\_

Program Choice #1: \_\_\_\_\_

Program Choice #2: \_\_\_\_\_

Program Choice #3: \_\_\_\_\_

### ALTERNATE CHOICE

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

MONTH: \_\_\_\_\_

Program Choice #1: \_\_\_\_\_

Program Choice #2: \_\_\_\_\_

Program Choice #3: \_\_\_\_\_

If available, would you like to schedule a 2<sup>nd</sup> visit?

\_\_\_ **YES**, the RPSEC can choose programs I have not already been scheduled to attend to plan a 2<sup>nd</sup> visit.

\_\_\_ **NO**, I do not wish to plan a 2<sup>nd</sup> visit.

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**