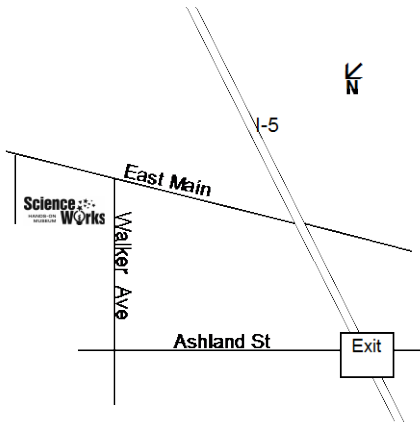


Hello Educators,

Enclosed is all of the information you will need for your visit to ScienceWorks. Included is a description of what to expect when you arrive, a sheet to help you organize your classes, and an invoice for the program costs. Please read over this information before your visit and feel free to contact the museum if you have any questions.

BEFORE YOU ARRIVE

Directions to ScienceWorks:



Take I-5 exit 14 . Go west on Ashland Street and then right on Walker Ave. Turn left on East Main.
Air-conditioned and plenty of free parking.

1500 East Main
Ashland, Oregon
541/482-6767

Chaperone Policy

We require one chaperone for every five students. Chaperones should be prepared to be active participants during all activities, especially during the Team Investigations and Discovery Lab experiences. During Team Investigations, chaperones will be asked to keep their group of students together and in some cases facilitate the activity. During the Discovery Lab, chaperones are asked to sit with their group and aid children in activities.

Extra chaperones are welcome! If there is more than 1 chaperone for every five students, a discounted admission rate of \$5/person will be charged. Example: 70 students = 14 adults plus teachers (free); each additional adult is \$5. If you must bring a sibling, there is a \$5 admission fee.

Organizing Your Students

In order to save time while at the museum, please use the sheet provided to organize your students into groups before your visit. Name tags can help in this process and they allow staff to better communicate with your students. **Make sure you have notified us of any students with special needs.**

Snack

We recommend eating snack outside. If the weather is bad, indoor eating areas may be available. For groups over 40 people, students may eat snack in small groups, with their chaperons, around the museum.

Lunch

Gourmet Lunchbox delivers! The Gourmet Lunchbox will deliver delicious, fresh boxed lunches for your visit. Each boxed lunch includes a **sandwich of your choice, chips and a cookie** for a cost of only \$7.50. Add a drink for \$1.00 extra. Please contact the Gourmet Lunchbox at least one week prior to your visit to place your order directly. 541-840-9717.

ScienceWorks has no indoor eating area, but there is an outdoor courtyard where students can eat, weather permitting. Ashland also has many beautiful parks. Please contact Ashland Parks and Recreation at (541) 488-5340 for further information.

WHAT TO EXPECT FROM YOUR VISIT

If you arrive late or request an early leave time, the schedule below will be adjusted/shortened.

A ScienceWorks staff member will greet your group upon arrival.

Schedule: **Times are approximate – Please arrive on time.*

- **Orientation (10 min)** – A brief introduction is held to go over schedules, procedures and expectations.
- **Exhibit Exploration (45 - 60 min)** – Small groups of students rotate through specific exhibits where they conduct investigations, make observations, formulate questions, collect data, and so forth. If your group requested a snack break, students will eat snack during this time.
- **Discovery Lab (30 - 45 min depending on age of group and lab chosen)** – Students get a chance to develop their inquiry skills through laboratory investigations covering the topic you have already selected. (For large groups, half of the group is in the Discovery lab while the other half is conducting the Exhibit Exploration to ensure no more than 35 students in the lab.) **Discovery Labs are only available to groups of 70 or less.*
- **ScienceLive! (30 min)** - ScienceWorks staff present a highly educational and entertaining demonstration in our theater.

BEFORE YOU LEAVE

Payment is due at the time of your visit. **Please bring one check, payable to ScienceWorks Hands-On Museum, cash or credit card.** Please return the enclosed invoice with your payment.

To help us improve our program in the future, please fill out an evaluation to tell about your experience with either our paper or online survey, available at the time of your visit.

Oregon Public Schools scheduling field trips to ScienceWorks are eligible to receive 70% of bus transportation costs from the State of Oregon. With the help of a grant from the *West Family Foundation*, ScienceWorks is able to reimburse the remaining 30% making the transportation cost to school districts essentially free. **Fall Field Trips are eligible for 50% reimbursements through January 30, 2015.** Transportation costs must be billed to ScienceWorks within 60 days of the school visit. A copy of the bus transportation invoice must be included.

Media Release: *ScienceWorks is a public space and photographs or videotape of students and chaperones may be taken during Field Trips for publicity purposes (including visits from news media and photos on our website). ScienceWorks will not release any personal information regarding the child. These materials will be the property of ScienceWorks, not to be sold or loaned, and will be used only to promote ScienceWorks education programs. Please notify us if a student or adult in your group may not be photographed or filmed.*

Thank you for your interest in this exciting program. With your continued support we can continue to make ScienceWorks an important part of the community in Southern Oregon. Feel free to contact us if you have any questions.

Summer Brandon
Director of Education
summer@scienceworksmuseum.org
(541) 482-6767 ext 226

Sylvia Holmes
Programs Registrar
Sylvia@scienceworksmuseum.org
(541) 482-6767 ext 222