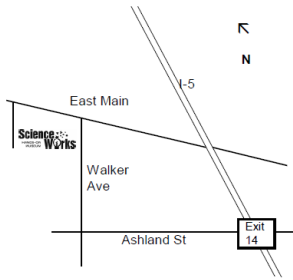


Hello Educators,

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 (right) onto Ashland St and then make a right onto Walker Ave. Turn left on East Main St.

1500 East Main Street
Ashland, OR 97520
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 *Exhibit Explorations* and *Discovery Lab* experiences. During Exhibit Explorations, chaperones will be asked to keep their group of students together and use the provided exploration guide to manage their group's time. During the Discovery Lab, chaperones are asked to sit with their group and support students 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

A 10min break is scheduled between the Exhibit Exploration and the Discovery Lab. We recommend that you bring a snack that does not require sitting at a table and can be consumed in the short time allotted. Space to eat is always available outside. If weather is bad, indoor eating areas may be available, but are not guaranteed, and do not seat more than 25 people.

Lunch

Gourmet Lunchbox delivers! The Gourmet Lunchbox will deliver delicious, fresh boxed lunches for your visit. Each boxed lunch includes a **sandwich or salad 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. For a full menu visit www.gourmet-lunchbox.com

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...

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

Orientation (15 min) – A brief introduction is held to go over schedules, procedures and expectations.

Exhibit Exploration (45 min) – Small groups of students, guided by chaperones, explore specific exhibits where they conduct investigations, make observations, formulate questions, collect data, and so forth. Sample investigations for your age group are included.

Break (10min) – Chaperone groups can take a quick break to have snack, use the restroom, and get a drink of water.

Discovery Lab (45 min) – Students get a chance to develop their inquiry skills through laboratory investigations covering the topic you have already selected. **Discovery Labs are only available to groups of 70 or less.* For groups of 31-70, half of the group is in the Discovery Lab while the other half is conducting the Exhibit Exploration and then they swap. Contact us if your group is larger than 70. We might be able to schedule a visit that involves two of the three activities—Exhibit Exploration, Discovery Lab, and Science Live!

ScienceLive! (30 min) – ScienceWorks staff present a high-energy, action-packed science show in our theater filled with audience participation and exhilarating demonstrations that will have your students loving science!

BEFORE YOU LEAVE

Payment:

Payment is due at the time of your visit. **Please bring one check, payable to ScienceWorks Hands-On Museum, cash or credit card.** Please complete and return the enclosed invoice with your payment. If your school's district must issue a check please make sure they arrange or mail your payment ahead of your visit.

Feedback:

To help us improve our program in the future, please fill out an evaluation at the time of your visit using the tablet provided by our staff. You will also receive a link to the survey if you prefer to complete it after visit.

Transportation Reimbursement:

To help offset your transportation costs, up to 30% of your bus travel costs may be reimbursed by ScienceWorks Hands-On Museum thanks to the generous support of foundation and individual donors. Reimbursement requests must be billed to ScienceWorks Hands-On Museum within 60 days of your visit. A copy of the transportation invoice must be included, showing the full amount that was billed to the school.

Media Release:

ScienceWorks may photograph or videotape children 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 programs. Please notify us if a student or adult in your group may not be photographed or filmed.

Thank you for choosing to partner with ScienceWorks to bring engaging and rich science learning to your group. We look forward to working with you for years to come as we continue to foster curious minds in our region.

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