



CLASSROOM EXTENSION REGISTRATION FORM

Please provide the information requested below and retain a copy for your records.

Balance should be paid in full prior to your visit.

Visit www.nyccsse.org for detailed program information.

Please complete one form for each class and return to registration@nyccsse.org or 212.608.7071 (fax).



220 Henry St., NY, NY 10002 | 212.608.6164 (phone) | 212.608.7071 (fax) www.nyccsse.org | info@nyccsse.org

I. School Information

School Name:	Teacher's Name:
District:	Teacher's phone number:
School Phone Number:	Teacher's e-mail address:
School Mailing Address:	
Principal's Name:	Grade of Students:
Our school receives Title I funding: Yes No	Number of students:
Mode of transport to NYCCSSE:	Number of Adults (minimum 1 adult for every 10 students)
Method of Payment: FAMIS Check Cash	Content Area / Course Title:

II. Classroom Extension Information

First choice for visit date: (____ / ____ / ____) Second choice for visit date: (____ / ____ / ____)

Length of program (Circle one.)	Half Day (1 Class Extension)	Full Day (2 Class Extensions)	Multi Day (custom programs only)
Class Extension Programs (Circle one or two.)	Voyage to Halley's Comet	A Challenger Learning Center Mission (4th - 5th grade; 6th - 8th grade; 9th - 12th grade)	
	Voyage To Mars	A Challenger Learning Center Mission (6th - 8th grade; 9th - 12th grade)	
	Toys in Space	A NASA Education Program (4th - 5th grade; 6th - 8th; 9th - 12th grade)	
	Aeronautics: Weather	A NASA Aerospace Education Laboratory Program (6th - 8th grade; 9th - 12th grade)	
	Aeronautics: Forces & Motion	A NASA Aerospace Education Laboratory Program (6th - 8th grade; 9th - 12th grade)	
	Customized Program (Additional \$50.00 fee. Call for information.)		

Please visit our website for specific information and details about each program.

** Each Class Extension is approximate time 2.5 hours.*

Lunch: Optional

Will you be eating lunch at the Center ? Yes No

****Students must bring their own lunch. ****

V. Background Information

Have you participated in a NYCCSSE program before? (Circle one.) Yes No

How did you find out about our Center?

VI. Participation Agreement

I have read the Classroom Extension Registration Contract, shared this information with my students and chaperones, and agree to follow the guidelines set out by the NYCCSSE (see reverse side).

Principal's Signature Date Teacher's Signature Date



CLASSROOM EXTENSION REGISTRATION CONTRACT



The principal and teacher must sign on the Classroom Extension Registration Form to acknowledge that they have read this contract and agree to follow the guidelines set out by the NYCCSSE.

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Time:

Your group is scheduled for a NYCCSSE visit lasting either a half or full day. We are not able to accommodate groups past their scheduled time, so please arrive promptly. It is your responsibility to plan for ample travel time.

Payment:

Payment for your group's admission may be paid by check, money order, or internal service through the FAMIS e-Catalog. FAMIS is accepted through mid-March. All payments are due at least two weeks prior to your visit.

Fee:

Public schools: \$200 per class (partially subsidized by the DOE)

Private and parochial schools: \$450 per class

Cancellation Policy:

Your notice of cancellation must be received one week or more prior to your scheduled trip. If your school cancels with less than one week notice, the fee is non-refundable.

Chaperones:

Adult chaperones are required to stay with the children at all times during the visit. Chaperones must be 18 years of age or older. We require 1 adult chaperone for every 10 children.

Transportation:

The NYCCSSE is accessible via public transportation. Please check our website for complete directions: www.nyccsse.org/directions

Lunch storage:

We can provide a refrigerator for lunches, which will be collected upon entering.

Photography:

Teachers are encouraged to take photos throughout the program.

Things to discuss with your students before their visit:

- Have your students connect what they are learning about in class to what they will be learning about at the Center and make your visit to NYCCSSE a true extension of your classroom. Specific activities will be provided to you during your pre-visit planning session.
- The NYCCSSE is in a shared space. Students are expected to stay within the Center's boundaries at all times during their visit unless accompanied by a school chaperone.
- Please inform your students that if their behavior is unruly, disruptive or destructive, they will be asked to leave. It is the chaperones' responsibility to supervise any student who needs to be removed.