



# 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](http://www.nyccsse.org) for detailed program information.

Please complete one form for each class and return to [registration@nyccsse.org](mailto: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](http://www.nyccsse.org) | [info@nyccsse.org](mailto:info@nyccsse.org)

## I. School Information

School Name:	Teacher's Name:
District:	Teacher's phone number:
School Phone Number:	Teacher's e-mail address:
Our school receives Title I funding:    Yes    No	Grade of Students:
Principal's Name:	Number of students:
Mode of transport to NYCCSSE:	Number of Adults (minimum 1 adult for every 12 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
If yes, will students bring bagged lunch? Or, would you like us to have pizza delivered?	Yes	No
	Yes	No
	Choose from an Option Below _____	
Option A                      \$95.00	Option B                      \$115.00	Option C                      \$135.00
Based on 32 students & 4 adults	Based on 32 students & 4 adults	Based on 32 students & 4 adults
Includes:	Includes:	Includes:
1 slice of pizza & a bottle of water	1 & 1/2 slices of pizza & a bottle of water	2 slices of pizza & a bottle of water

## 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. 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 12 children.

## Transportation:

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

## Lunch storage:

We can provide a refrigerator for lunches, which will be collected upon entering. As an alternative, schools can purchase a pizza lunch.

## Photography:

You are responsible for photocopying and distributing the NYCCSSE Photo Consent form to each student and adult chaperone. Bring signed slips with you on the day of your visit. All students must have a signed form indicating permission or refusal for photos and video recording.

## 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.