



Dresser-Rand Challenger Learning Center of The Twin Tier Region

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S.P.A.C.E. Academy Program Registration Space Program and Curriculum Enrichment Academy Grades Pre-K to 4

School/Group Name: _____

Address: _____
Street City State Zip

Contact Person: _____ Telephone: _____

Email address: _____

S.P.A.C.E. Academy Request Date(s) _____ Grade (s) _____

#Total Students _____ # Boys _____ #Girls _____ Total # of Chaperones _____ Ages _____

Arrival Time _____ Departure Time _____ Lunch Brown Bag in center? Yes No

Special Information: _____

S.P.A.C.E. Academy Selection:

- 3 hr. Block: 60 min. Discovery Lab + 2 60 min. EVAs,
Maximum 75 students – 3 groups (Classes) of up to 25 students each. \$700
- 2 hr. Block: 60 min. Discovery Lab + 1 EVA,
Maximum 50 students – 2 groups (Classes) of up to 25 students each. \$500
- 1 hr. Block: 60 min. Discovery Lab only
1 group (Class) maximum 25 students \$275

Discovery Lab - Aspiring scientists, engineers, and mathematicians are engaged in a variety of hands on STEM experiments as they rotate within the lab. The usual visit would involve a 10 minute briefing and 50 minute lab experience. Station assignments can be tailored to the particular needs of your group.

EVA(s) (*Extra Venue Activity*) are 30-60 minute hands on, whole group STEM activities, all tied to Common-Core & NGSS. Each EVA is specifically designed for each grade level abilities. Details on all EVAs can be found on our Web Site: <http://www.DRCLC.org>

Regina A. Quick Center for the Arts at St. Bonaventure University Your school/group can extend their experience and visit the Quick Center for the Arts. The Quick Center has programming and activities for students in all grades, which can last up to two (2) hours. You will need to contact them directly to schedule this part of your STEAM day. Contact Evelyn Penman, Assistant Director at 716-375-4030 or visit <http://www.sbu.edu/about-sbu/sbu-campus/quick-center-for-the-arts>

Will be participating at Quick Center? Yes _____ No _____



BILLING INFORMATION Billing Address (if not the same as the school information)

Institution: _____ Address: _____

City, State, Zip: _____

Accounts Payable Contact Information: Name _____ Phone #: _____

AMOUNT DUE:

Total # Mini Discovery Lab with EVAs missions: _____ x \$700 = amount due for missions: \$ _____
(Max 75 Students; 3-classes)

Total # Mini Discovery Lab with EVAs mission: _____ x \$500 = amount due for missions: \$ _____
(Max 50 Students; 2-classes)

Total# Mini Discovery Lab mission only: _____ x \$275 = amount due for missions: \$ _____
(Max 25 Students; 1-class)

Total due (Sum of amount due for missions and EVAs): \$ _____

NYS schools: copy of COSER authorization form for the total number of missions needed.

Others: Check # _____ or PO # _____ (full amount)

This form must be returned to us NO LATER THAN two weeks (2 weeks) before your scheduled mission by email, fax or US-mail.

Dresser-Rand Challenger Learning Center Policies

Payment policies:

- A copy of the **NYS BOCES COSER authorization form**, a **purchase order** or a **check** must accompany your **Registration Forms**.
- **BOCES COSER information:**
- ENRICHMENT COSER is used for Challenger Learning Center mission payment by NYS schools.
- NYS schools can get substitute reimbursement for teacher training using COSER 529.
- NYS districts outside the Cattaraugus-Allegany BOCES should check with their local BOCES about Cross-Over COSERs.
- **Payment by Purchase Order:** Purchase Orders will only be accepted for the total amount. Partial-payment purchase orders cannot be accepted and will NOT reserve your mission(s). A signed purchase order will reserve you mission(s). If your BOE/school requires a signed Purchase Order to facilitate payment, we will accept an attached or faxed purchase order and will return it with our signature promptly. Our fax number is 716-379-8687 ATTN: Fred Welch, Director. We appreciate your cooperation in this matter.
- **Payment by Check:** Checks for the full mission cost should be made payable to **Challenger Learning Center of the Twin Tier Region, Inc.**

Cancellation/Re-scheduling Policies

- Schools canceling their mission(s) for other than emergency purposes with less than one month notice (20 school days) will be billed \$100 per mission.
- Missions may be re-scheduled up to one month prior to your original scheduled mission date. Please note: first choice for mission times may not be available when re-scheduling.

Snow (weather) policy:

- Please call 716-379-8686 if you are unable to attend due to inclement weather. The Challenger Learning Center will call you if we are closed due to weather.
- When the Challenger Learning Center or your school district is closed due to weather, we will re-schedule your mission(s) at no additional fee.

My signature below confirms that I have read, understand and accept all of the policies as stated on behalf of my school as part of the Registration Contract with the Dresser-Rand Challenger Learning Center.

Administrator's Signature (Supt. or Principal or Curr. Coordinator)

Date