

**Centre for Research and Applied Learning in Science
Booking Request (Teacher Workshop)**

Email: CRADLE@science.edu.sg

Fax: 65616361



Course Title: _____
Date/Time: _____

Section A: Teacher-In-Charge
Please note that you will serve as single point of contact for all teachers registered.
Name: Mr/Ms/Mrs/Mdm/Dr _____
E-mail: _____ HP: _____
School: _____
Is the school an institutional/associate member of Science Centre? Yes/No
School Tel: _____ School Fax: _____
I am aware of and agree to the booking terms & conditions.
Date: _____ Signature: _____

Section D: Confirmation (official use only)
Course offered: _____
Date/Time: _____ Pax: _____
Processed by: _____ Date faxed: _____

Section E: Booking Reconfirmation by Teacher-In-Charge
I accept and reconfirm the booking as confirmed by Science Centre on behalf of the registered participants. I am aware of and agree to the booking terms and conditions.

(Date, Signature, School stamp)

Section B: List of Participants
Include registering teacher-in-charge (if attending). If space is insufficient, please attach a separate list.

Name	School	Teaching at what level?	Email

Section C: Remarks/special requests (e.g. dietary requirements, etc):

Instructions: Fax: 6561 6361 Email: CRADLE@science.edu.sg

- To request a booking, please complete sections A-C. Please use separate forms for multiple courses.
- Please send the completed form to Science Centre by fax or email.
- We will notify you of the status of your booking in section D. Please note that we may offer alternative dates/times if we cannot accommodate your original request.
- Please reconfirm the booking within 7 days by fax or email (section E). For clarifications/amendments, please contact us by email. If we do not receive the reconfirmation, we will release the booked slots.
- Please proceed to the ticketing counter on the day of the course with a copy of this form as a confirmation of booking. Please also bring your school member pass (if applicable).

Cancellations and No-Show Policy

- Any cancellations or amendments have to be requested at least 10 working days before the scheduled course date.
- In case of no-show or late cancellation, penalty charges apply.
- Please show up on time for your course or we may consider your booking a no-show.
- Please refer to our detailed Terms and Conditions at <http://www.science.edu.sg/cradle>.

Privacy Policy:
Information collected in this form is for administrative purposes related to the booking of Science Centre Singapore/CRADLE programmes and will not be shared with third parties. We request contact information to be able to contact you for clarifications or discussing alternate arrangements. We ask for the teaching level of participants in order to plan and adjust the level at which programmes are delivered. CRADLE may take, edit and reproduce photographs or recordings of participants for marketing and publicity purposes, without prior approval or compensation, and in compliance with Science Centre Singapore's regulations.

Terms and Conditions for CRADLE Programmes

Laboratory Safety and Conduct

1. No eating/drinking, open food/drinks, chewing gum, or smoking is permitted in CRADLE.
2. Participants are responsible for handling tools and equipment in a manner that poses no undue risk of injury or damage.
3. Participants who refuse to comply with safety rules, willfully or recklessly endanger the safety of themselves or others, or deliberately interfere with experiments or programme delivery may be excluded from further participation without compensation and held responsible for any injury or damage.
4. Participants must report any damage or injury without delay to supervising Science Centre staff.

Admission Charges

CRADLE programme fees do not include admission charges to Science Centre that may apply to non-members. However, please note that many schools are Institutional Members of Science Centre.

Booking Terms and Conditions for Student and Teacher Workshops

(Confirmation of Booking)

1. Submission of a booking is not a guarantee of booking. You will be notified of your booking status by email within 5 working days. If you are unsure about your booking status, please email us at CRADLE@science.edu.sg.

2. Upon receiving our email reply, please acknowledge your acceptance of the allocated slot within 7 working days to confirm the booking. Your email acknowledgement will serve as a confirmation of your booking. **No further reminder of your scheduled booking will be issued.** If your email acknowledgement is **not received within 7 working days, the booking will be deemed to be unsuccessful,** and the allocated slot will be released.

(Cancellations and Amendments)

3. All cancellations and booking amendments must be made in writing and emailed to us at CRADLE@science.edu.sg. We will acknowledge cancellations and amendments by email within 2 working days. Amendments are subject to availability of resources and maintenance of other booking conditions such as minimum number of participants.
4. Cancellations and booking amendments are allowed without extra charge, up to 10 working days before the scheduled booking date. Working days are Monday-Friday, 10.00am – 05.30pm.
5. No more amendments will be allowed within 10 working days of the scheduled booking. Cancellations during this period will be treated as a no-show and be charged accordingly.

(No-shows and Punctuality)

6. If a class does not show up for the scheduled booking, it will be treated as a no-show. There will be a penalty charge amounting to the course fee for a paid programme, or \$50 in case of a free

programme, as resources will already have been mobilised for the programme.

7. If a class is late for more than 30 minutes without notification, it will be treated as a no-show and the class will be cancelled.
8. Should a class arrive late for a programme, Science Centre may, at its discretion, grant an extension of time for the completion of the programme, or modify/omit programme segments to ensure that the programme finishes within the allocated time slot.
9. If individual participants show up late for a programme that has already begun, Science Centre reserves the right of denying admission in order to avoid undue disruption of the programme. Such a case will be treated as a no-show.
10. Should unforeseen circumstances result in Science Centre starting the programme late, the entirety of the programme will be delivered.

(Changes of Terms & Conditions)

11. Science Centre may revise these Terms & Conditions at any time. Science Centre's interpretation of any Terms & Conditions is binding.

Photo & Video Usage

1. CRADLE may take, edit and reproduce photographs or recordings of participants for marketing and publicity purposes, without prior approval or compensation, and in compliance with Science Centre Singapore's regulations.