Centre for Research and Applied Learning in Science

Booking Request (Teacher Workshop)

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 B: List of Participants

Include registering teacher-in-charge (if attending). If space is insufficient, please attach a separate list.

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<th>Name</th>
<th>School</th>
<th>Teaching at what level?</th>
<th>Email</th>
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Section C: Remarks/special requests (e.g. dietary requirements, etc):


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)
Terms and Conditions for CRADLΣ Programmes

Laboratory Safety and Conduct

1. No eating/drinking, open food/drinks, chewing gum, or smoking is permitted in CRADLΣ.
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, wilfully 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

CRADLΣ 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

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. CRADLΣ 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.