

2020 SCIENCE ENRICHMENT PROGRAMMES Booking Form (Pre-School)

Attention: Education Services & Outreach

Tel: 6425 2525/26 Fax: 6561 6361 Email: schools@science.edu.sg

Section A:	
*Name of School: _____	*Name of Teacher in charge: _____
*Billing School Address: _____ Singapore _____	
*Tel (O): _____	*E-mail: _____
*Tel (H): _____	*Fax: _____
By faxing/email this booking form, I confirm that I have read the important notes, accept & agree to all terms & conditions stated below.	

Section B: To be completed by Teacher in charge							Section C: For Official Use Only	
							Status of Booking	
Date	* No. of Students (min:20/max:30)	* No. of teachers	Class / Level	Time	Title	Course Fee	Unsuccessful	Booking Confirmation No
				□ 9.30am	□ My Senses	\$8.00/ student		
					□ In the Garden			
					□ Ahoy! Captain Cook!			
					□ The Enchanted Garden *New			
				Or	□ Tinkering: Wind Table	\$7.00/ student		
					□ Tinkering: Feeling Bugged *New			
				□ 2.30pm	□ Properties of Materials	\$6.50/ student		
					□ Power Forever			
					□ Earth & Planets			
					□ Moon Phases			
					Guided Tours			
				□ 10am or □ 11.15am	□ Earth, Our Untamed Planet	\$6.50/ student		
							□ What's on Your Plate?	
					□ My Simple Machines			
					□ Little Inventors *New			
				(1 session per timeslot)	□ Hygiene Heroes *New			
* Alternative Dates: _____							Processed by: _____	
Payment mode: <input type="checkbox"/> Cash /NETs/VISA <input type="checkbox"/> Cheque <input type="checkbox"/> Invoice							Date Processed: _____	
Free admission to our main Science Centre Singapore exhibitions to all preschools.								

Important Notes:

- 1) Please complete all required fields (*) in Sections A & B, **using one form for each course title** you would like to book for.
- 2) Please fax to 6561 6361 or email to schools@science.edu.sg as per stated above.
- 3) A booking is not confirmed until you receive an email confirmation from us. If you are unsure about your booking status, please call us at 6425 2525/6.
- 4) Should there be any changes in the number of students/teachers, kindly update in the booking system before the **10 working days prior to the date of visit**.
- 5) **For programmes and guided tours, class size is 20 students (minimum) to 30 students (maximum) in one session. The fee for minimum student number (20 students) will be charged for groups lesser than 20 students.**
- 6) **Note: For class more than 30 students, you will need to split/divide them into separate dates, times or sessions.**
- 7) Please note that our in-class ratio is **1 Adult : 10 Children**, additional adults can proceed to our exhibition after helping the children settle down in the classroom.
- 8) Payment by cash must be made at the ticketing counter on the day itself with this form before entering. For cheque payment, please cross & make payable to: "Science Centre Board".

Terms & Conditions:

Cancellations and Amendments can be done online via the online booking portal (<https://obs.science.edu.sg>) after confirmation from Science Centre Singapore.

- 1) Booking **cancellation** have to be done online at least **30 calendar days** (by 5:30pm) before the booking date to avoid any penalty charges.
- 2) Booking **amendments** have to be done online at least **10 working days** (by 5:30pm) before the booking date for the changes to take effect.
- 3) **A penalty charge will apply for any cancellation within 30 calendar days of scheduled booked date, no show, or if the class is late for more than 30 mins without notification.**
- 4) The amount of penalty charges is **equal to the course fee for number of people booked**.
- 5) All bookings received will indicate that participants have agreed to the cancellation policy.
- 6) Should a class arrive late for a programme, Science Centre Singapore 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.
- 7) Should unforeseen circumstances result in the Science Centre Singapore starting the programme late, the entirety of the programme will be delivered.