

## 2018 SCIENCE ENRICHMENT PROGRAMMES Booking Form (Pre-School)

**Attention: Education Services & Outreach**

**Tel: 6425 2525/26 Fax: 6561 6361 Email: [schools@science.edu.sg](mailto:schools@science.edu.sg)**

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

Section B: To be completed by Teacher in charge							Section C: For Official Use Only		
							Status of Booking		
Date	*No. of students	*No. of teachers	Class / Level	Time	Title	Course Fee	Successful	Unsuccessful	Confirmation no.
				<input type="checkbox"/> 9.30am or <input type="checkbox"/> 2.30pm	<input type="checkbox"/> My Senses	\$6.50/ student			
					<input type="checkbox"/> In the Garden				
					<input type="checkbox"/> Ahoy! Captain Cook!	\$7.00/ student			
					<input type="checkbox"/> Properties of Materials	\$6.50/ student			
					<input type="checkbox"/> Household Science				
					<input type="checkbox"/> Power Forever				
					<input type="checkbox"/> Earth & Planets				
					<input type="checkbox"/> Moon Phases				
<b>Guided Tours</b>									
				<input type="checkbox"/> 10am or <input type="checkbox"/> 11.15am	<input type="checkbox"/> Electricity Around Me	\$6.50/ student			
					<input type="checkbox"/> Earth, Out Untamed Planet				
					<input type="checkbox"/> What's on Your Plate?				
					<input type="checkbox"/> My Simple Machines				
*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 Science Centre Exhibitions to all preschools.**

**Important Notes:**

- 1) Please complete Sections A & B, **using one form for each course title** you would like to book for.
- 2) Please return the completed form to: **Education Services & Outreach by fax: 6561 6361 or email stated above.**
- 3) Please complete all the required fields (\*) in the booking form for speedy processing.
- 4) A booking is not confirmed until you receive a confirmation notification from us. You will be notified of your booking status by fax within 5 working days. If you are unsure about your booking status, please call 64252525/6.
- 5) Booking and billing are based on the number of students and teachers stated in the booking form. Should there be any changes in the number of students/teachers, kindly inform us **10 working days prior to the date of visit.**
- 6) 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.
- 7) Payment 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**

- **Cancellation & amendment policy:**
  - 1) All cancellation & booking amendments must be made in writing & faxed to us at 6561 6361. We will acknowledge all cancellation & booking amendments by fax within 2 working days of receipt.
  - 2) Cancellation & booking amendments (include number of student or date changes) have to be sent to us at least **10 working days (by 5.30pm) before your arrival dates to avoid any penalty charges.** Working days are Monday - Friday 10am to 5.30pm.
  - 3) Within 10 working days of the schedule booking date:
    - No more amendments to the date or number of students will be allowed. The course fee charged will be for the booked number, even if there are fewer students on that day.
    - If there are more students on that day, an additional invoice will be issued for the course fee & admission fee (if applicable).
  - 4) **Penalty charges:** the course fee for number of people booked for a paid programmes.
  - 5) A penalty charge will apply for any cancellation within 10 working days of scheduled booked date, no show, or if the class is late for more than 30 minutes without notification, it will automatically be cancelled & treated as a no-show.
  - 6) Should Science Centre cancel the booking due to unforeseen circumstances, we shall endeavour to inform the school & give prior notice to reschedule your date of visit. However, we will not bear any responsibility for travel expenses or any other cost which the school might have incurred as a result of such a cancellation.
- **Rescheduling:**
  - 1) Each booking received will allow 1 rescheduling requested, provided that the request for rescheduling of visit and date is received more than **10 working days prior to the date of the visit.**
  - 2) For subsequent changes, you are required to cancel the existing booking & re-submit a new booking form, to ensure fairness to other schools.