

Attention: KidsSTOP™

Tel: 6425 2500/ 6425 0270

Email: Kidsstop@science.edu.sg



## STEAM Playshop – Outreach Programme Booking Form

<b>Name of School</b>			
<b>Contact Person</b>		<b>Contact no.</b>	
<b>Email</b>			
<b>Address of School</b>		<b>S (</b>	<b>)</b>
<b>Do any of your students require special attention?</b> If yes, please specify:			
<b>Mode of Payment</b>	<input type="checkbox"/> Cheque <input type="checkbox"/> Request for Billing Invoice (Only applicable for Public Schools)		
<b>Billing details</b>	Name of school (as per reflected on bill payment):		
	Name of person to address to:		

### Details of Workshop

<b>Day &amp; Date of visit (2 days)</b>		<b>Time of Workshop</b>
<b>Number of students (min.: 12)</b>	K1 _____ K2 _____ <b>Total:</b>	<input type="checkbox"/> 9am – 1pm (4hrs) <input type="checkbox"/> Others: _____ (to be discussed in agreement with KidsSTOP™)  KidsSTOP™ requires 30 minutes for set-up. This will be for both days of the programme.

### Workshop Title

	<b>Title</b>	<b>Theme</b>	<b>Synopsis</b>	<b>Please tick</b>
<b>Title</b>	Light up the Village!	Electricity	Due to a power outage and the lack of resources to rebuild the facilities, the KidsSTOP™ Village has been living in darkness. Join us this holiday to explore the use of Light-Emitting Diode (LED), Electroluminescent Light (EL Light) and other tech tools to help light up the village and let it beam with life again!	

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### **Important Notes**

- Cost of 2 half-day workshop is \$200/student and inclusive of GST.
- Space requirements for workshop: 1 spacious classroom with at least 1 power socket available for use and sufficient activity tables and chairs for students and facilitators. A minimum of 1 table to 4 pax (3 students and 1 facilitator) is recommended.
- The KidsSTOP™ crew will require a minimum of 30 minutes to set-up and tear down the workshop space. Kindly keep the workshop space free from items upon crew's arrival.
- Due to the nature of workshop, a variety of materials will be provided to the students for use. The KidsSTOP™ crew would like to temporarily store the workshop materials in your school for a day. Kindly inform us if there is available space in your school to do so.
- Kindly prepare rubbish bins, a broom and dustpan to facilitate the cleaning of classroom after the workshop.
- At the end of the second workshop day, the students will get to do a short presentation of their prototypes. Do let us know if you prefer to do a class sharing or invite other teachers/school principal/parents to attend the presentation.
- Teachers' assistance for classroom management is encouraged.

### **Booking of Workshop**

- Please submit the booking form with all fields filled to KidsSTOP™ at least 4 weeks before the date of visit.
- A booking is only confirmed if you receive a confirmation email from us.
- An invoice will be mailed to your school after the completion of the programme.
- The invoice comes with a 30-day payment term. Kindly ensure that payment is made punctually.
- If you do not receive a confirmation within 5 business working days, please email us at Regina\_NG@science.edu.sg
- All bookings are made on first-come-first-served basis.
- Other suggested dates/ timing of workshop will be considered and will only be confirmed when if you receive a confirmation email.
- The dates will be released to other schools if we do not receive your booking from 3 days after a tentative booking is made.
- Membership cards are invalid for any Outreach Programmes.

### **Terms and Conditions**

#### **Waive of Liability**

- KidsSTOP™ and Science Centre shall not be responsible or liable in any way for any loss, injury, mishap (including personal injury) of any student and/or teacher.

#### **Cancellation/ No-show**

- Cancellations made at least 10 working days in advance (by 5:30pm): No penalty charge.
- Cancellations made within 10 working days or no show: \$200 penalty.
- Should KidsSTOP™ initiate cancellation of booking due to unforeseen circumstances, we shall endeavour to inform the school at least 10 days prior to the date of visit.
- Subsequent re-scheduling will be charged at 50% of the total cost per request.

#### **Group Size**

- 1 facilitator will be grouped with to 3 – 4 students to optimise learning and engagement. The capacity of each session will be capped at 20 pax.

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**By signing this booking form, I confirm that I have read the important notes, accept and agree to all terms and conditions stated above.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Stamp: \_\_\_\_\_

#### **For official use only**

Approving officer: \_\_\_\_\_

Date: \_\_\_\_\_

Reservation code: \_\_\_\_\_