

Adventures in Science (AiS) Information Sheet

1. **How do I register my child for a program?**

Please call Central Reservations at 212-769-5200. They are open Monday-Friday, 9am-5pm.

2. **What is the cancellation policy?**

- To receive a full refund (100%), you must cancel at least 30 days before the start of the program.
 - To receive a partial refund (50%), you must cancel at least 15 days before the start of the program.
 - If you cancel less than 15 days before the start of the program, you will not receive a refund.
- To cancel your registration in any of our programs, please call Central Reservations at 212-769-5200.

3. **What is the difference between workshops and camps?**

Workshops are held one day a week in three-week sessions. Camps are weeklong programs held during the summer and select public school breaks.

4. **How do the grade levels apply to workshops and camps?**

For workshops and for camps offered during public school breaks, the grade level refers to the grade your child is in for the current school year. For summer camps, the grade level refers to the grade your child will enter in September.

5. **Which workshops are for adults and children?**

Workshops for grades Pre-K through 1 are designed for adult involvement. A parent or caregiver must accompany each child enrolled in these adult-child workshops. If multiple children are registered together for the same workshop (e.g., twins, siblings, cousins), there must be *one adult for each child*. Adults do not participate in workshops for grades 2 through 5.

6. **Are there wait lists for programs?**

Yes. Once a program fills, a wait list is created by Central Reservations. If there is a cancellation, a reservations representative will call those on the wait list to fill the open spot.

7. **What is the boy-girl ratio?**

It differs for each program. Children and caregivers are advised to choose a program by the topic – if your child thinks stars are cool, sign up for an astronomy program!

8. **What is the child-teacher ratio?**

For adult-child workshops (grades Pre-K through 1), each workshop has up to 15 children with 1 instructor and 1 teaching assistant. For child only workshops (grades 2 through 5), each workshop has up to 25 children with 1 instructor and 2 teaching assistants. Each camp has up to 25 children with 1 instructor and 2 teaching assistants.

9. **Who teaches the programs?**

Our instructors come from a variety of professional and academic backgrounds, including full-time teachers and museum science educators. TAs are usually undergraduate students who have shown a commitment to learning to teach science at the museum.

10. **Who writes program curricula?**

The curriculum for each program is developed by museum educators and undergoes a thorough review process by full time managers or science staff.

11. Where do we meet for the start of each program?

Drop-off and pick-up take place in Theodore Roosevelt Memorial Hall. The easiest way to access the hall is through the 1st Floor Security Entrance on Central Park West and 79th Street. If you stand in front of the steps leading to the main entrance of the museum, you will see a semi-circular driveway that leads under the stairs. This will take you to the 1st Floor Security Entrance, and directly into the hall.

12. What do I do if I am late for the start of the program?

If you are late, you must check in at the 1st Floor Security Desk. A security guard will call the appropriate staff member, who will then meet you in Theodore Roosevelt Memorial Hall. As programs are not always in their classrooms, and not all classrooms are accessible to the public, you must wait until a staff member comes down to the hall. *You may not leave the 1st Floor Security Desk on your own.* Please note, depending on staff availability and location of the class, it can take up to 30 minutes to pick up latecomers.

13. Where are programs held?

Each program is based out of a museum classroom. Children participate in fun, hands-on activities, explore museum exhibits, and talk to museum scientists.

14. Will children leave the building?

For workshops, children will not leave the museum grounds. For camps, most activities take place inside the museum or on museum grounds. However, on occasion and when appropriate, camps may visit Central Park or another location. Caregivers will be notified in advance and required to complete a permission slip.

15. Is food provided during workshops and camps?

For workshops, no food is provided. Please eat before coming to the museum. For camps, lunch is not provided. Campers need to bring a non-perishable, nut-free bag lunch everyday. A peanut free snack is provided in the afternoon each day. Also, each camper will be given a water bottle.

16. Are there forms to fill out?

Yes. A confirmation email will contain a link for paperless, online enrollment forms to authorize your child's participation. You must complete the enrollment forms in advance in order for your child to participate in the program. These forms can only be submitted online and must be done once a season (spring, summer, fall).

17. My child is registered for more than one program in a season. Do I have to complete separate enrollment forms for each program?

No. If your child is registered in multiple programs during a season, you only need to complete the enrollment forms once. However, new enrollment forms are required for each season (spring, summer, fall).

18. I have more than one child registered for the same program. Do I have to complete separate enrollment forms for each child?

Yes. Separate enrollment forms must be completed for each child.

19. How do I get more information about the Adventures in Science program?

The best way to reach us is through our email address, adventures@amnh.org. You can also call us at 212-769-5357. The AiS team will receive the call so as long as one of us is available at our desks we can immediately answer your questions. If you leave a voicemail, those messages are forwarded to the adventures@amnh.org account where we again can monitor messages and get back to you. Please note, this phone number is for questions about programs or if you need to reach your child. If you want to register for a program, be placed on a wait list, or inquire about availability, you need to call Central Reservations at 212-769-5200, as they're the only ones who can help with those requests.