



# AFTER-SCHOOL SCIENCE CLUB PROGRAM BENEFITS

National PTA studies have shown that families desire after-school programs at their school in overwhelming numbers. Students enrolled in these programs improve their in-school performance. The school as a whole benefits from better student attendance, behavior and higher test scores. However, implementing an after-school program can be quite daunting. **Mad Science has almost 20 years experience with offering fun, hands-on science programs in after-school settings.** With our stand alone program, we can do everything for you and your school so that your staff or parent volunteers can concentrate their efforts elsewhere. We do not stop at offering just a fun science club to several of your students. Mad Science creates a partnership with your entire school by offering a multitude of additional benefits for your students, parents and PTA.

## What's included in a Mad Science After-School Science Club

- **Registration Materials:** All registration forms are provided. They are customized for your program, delivered to your school and bundled for each teacher's classroom. Full color posters, FAQ's for parents and students and PA informational announcements are also available.
- **Payment Processing:** Mad Science can collect all funds on your behalf through check, credit card or on-line registration.
- **Scheduling and Rosters:** When you have Mad Science handle the registration, we confirm all participants, create all class rosters and inform all parents and students of their instruction dates. Blank documents are provided should you process the registrations and payments yourselves. The school will be provided with a completed rosters sorted by student and teacher name the week before classes begin.
- **Instruction:** Mad Science provides all equipment and materials. Our certified instructors arrive in Mad Science lab coats at least 15 minutes before class to set-up their equipment. Every Mad Scientist assumes responsibility for each student in his care until released to an authorized parent or guardian.
- **Take-home Materials:** Each class every student will take home a science project related to the topic that week. Mad Science provides parent summary forms each week, which describe the instruction their child experienced and additional activities that will extend the fun and learning.
- **Scholarships:** Our mission is to bring fun science to *all* children of New York; therefore completely free entry into the Mad Science program is available.
- **In-Class Workshops:** One In-Class Workshop is awarded free of charge to each teacher who provides a classroom for our programs.
- **School Assembly / In Class Workshop Discounts:** Each paid registration for an After-School Club earns the school \$5 in Mad Science Money that can be used for up to 50% of the cost of Mad Science Assemblies or In-Class Workshops. A class of 20 students produces a credit of \$100 for these programs.



- **Fundraising Support:** To help your school with its fundraising efforts, Mad Science will donate summer camp scholarships valued at \$100 each. These are frequently used in PTA auctions or as student raffles. Mad Science can also prepare a "science basket" for "tricky tray" type events or raffles. These baskets can include up to \$200 of merchandise.
- **Science Fair Participation:** Since science fairs are essential in learning how to "do" science, we will help promote science fair participation in any way possible. A Mad Scientist can attend your science fair to participate in the activities, judge the entries or award the prizes. We can also provide participation prizes (big ones!) to be used at the discretion of the organizers.

# REGISTRATION FORM

## Starting a Mad Science After-School Science Club is easy...

- 1) Fax this form to Mad Science at (845) 294-2407 – or call us with your information at (845) 294-5434.
- 2) Provide space for your Science Club. Classrooms with tables and chairs are preferred.
- 3) Send the registration forms home with your students – we provide the forms!

### It's that simple!

We can handle all registrations, payment processing and other program details or we work with your established system. See enclosed Frequently Asked Questions for program options. Science Clubs are available any day of the week and can start at any time of the year. There is no obligation or cost to your organization. If enrollment does not meet the minimum (15 students per age-appropriate group), we cancel the class. We will create and provide the class rosters before the first class so you can let your teachers know which students are participating in the Mad Science After-School Science Club.

**Yes! We want an after-school Science Club at our school! Fax form to (845) 294-2407.**

School Name: \_\_\_\_\_ County: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Daytime Phone(s): \_\_\_\_\_ Alt. Phone(s) or Cell \_\_\_\_\_

Dismissal Time: \_\_\_\_\_ School Enrollment: \_\_\_\_\_ After-Care Program: Y N

Start date (week of...) \_\_\_\_\_ End Date (week of...) \_\_\_\_\_ # of Weeks: 4wk 6wk 8wk

Day(s) of class:

Indicate preference with 1 – 3, (most to least desired). "X" days that are not available. Use each number more than once if multiple classes/days are available. For maximum flexibility, provide multiple classrooms on the same day so that all children in a family can attend on the same day. Mad Science offers classes that are age and grade appropriate. If numbers permit, classes will be split into 1-2 and 3-5.

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Dates with no class: \_\_\_\_\_

***Dates may be subject to instructor availability so respond early to confirm your registration.  
Completion of this form does not guarantee acceptance nor obligate Mad Science in any way.  
See attached FAQ's for additional information concerning scheduling and class confirmation.***

#### Mad Science Use Only:

ASP Code: \_\_\_\_\_

System: \_\_\_\_\_ # of Weeks: \_\_\_\_\_ Instructor(s): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Class Start Time: \_\_\_\_\_ Class Day(s): \_\_\_\_\_

No Class(es) on: \_\_\_\_\_

Registration Format: \_\_\_\_\_ Master Copies Copy Date: \_\_\_\_\_

Mark Mtrl Date: \_\_\_\_\_ Form Distro Date: \_\_\_\_\_ Registration Deadline: \_\_\_\_\_

Roster Due Date: \_\_\_\_\_ Compiled By: MS School PTA Conf Mail Date: \_\_\_\_\_

Checks Payable to: MS School PTA Cost of Program: \_\_\_\_\_ Invoice Date: \_\_\_\_\_

Notes: \_\_\_\_\_



# **AFTER-SCHOOL SCIENCE CLUB**

## **"HOW TO" MANUAL**

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The materials presented in this How To Manual are designed to help your organization efficiently and effectively implement a successful Mad Science After-School Science Club. Most, if not all, of your questions should be answered in this manual. Please feel free to contact the Mad Science office at any time should you have additional questions.

### **FREQUENTLY ASKED QUESTIONS**

#### **What is Mad Science?**

Founded in Montreal, Canada in 1985, Mad Science has grown to over 150 locations in over 25 countries. We are the world's leader in fun science for children. Mad Science conducts educational, entertaining and hands-on science activities for elementary age children throughout the Hudson Valley. Our unique brand of exciting, interactive activities instills a clearer understanding of how science affects the world around them. Through Mad Science, your students will be able to touch, see, hear, smell and taste what science is really all about.

#### **Is this a stand-alone after-school program?**

Mad Science takes all the hassle and frustration out of running an after-school program as we do all the work for you. We are typically sponsored by the PTA or school administration and run our science clubs separate of any other programs at your school. Should your school offer one, we will be very happy to work within an existing enrichment program. However, due to the demand for our programming, we have to schedule the beginning of all our programs within a small window of time in order to best serve all our partner schools. Please see the "Program Benefits" for a complete list of what we offer.

#### **What is our time commitment to your program?**

If you elect the turn-key approach, other schools have told us they have implemented a Mad Science program with only 2 to 4 hours of time investment. Your commitment typically occurs before the registration period as schools work with our Science Club Specialists to finalize the program details and coordinate with the school administration to secure the classrooms.

#### **How long are your programs (weeks and hours)?**

Our standard program is 8 weeks, 1 hour per week and held immediately after school. Because of the flexibility of our programming, Mad Science can accommodate program requests of 4 to 8 weeks. See "What are Your Suggested Program Start Dates?" below for how your school can offer after-school science enrichment throughout the school year.

#### **What is the cost?**

There is never any cost to your school or PTA/PTO to sponsor a Mad Science after-school Science Club. There is never a registration fee, deposit or cancellation fee associated with our programs. The cost for a standard 8-week session is \$95 per student. This is an all-inclusive, one-time fee for the participants. Mad Science provides all equipment and materials. Costs for other length sessions are as follows: 4 weeks = \$60, and 6 weeks = \$77. See "What topics are covered?" below for sessions less than 8 weeks.

#### **What are your suggested program start dates?**

With the ease of implementation, the popularity and variety of our instruction and the no obligation nature of our programs, most schools elect to offer Mad Science multiple times throughout the school

year. To accommodate the widest range of student schedules while taking into consideration school holidays, both 8 week and 6 week courses are very popular.

We typically offer classes fall, winter and spring according to the following schedule:

**Fall Session** – Last week of September through the end of December (classes must end before the holiday break)

**Winter Session** – Third week of January through the beginning of April (extra class dates are built in for snow days)

**Spring Session** - April through June

### **What if our schedule does not correspond with the dates above?**

Due to the number of schools we work with, the number of concurrent programs we run and the amount of equipment scheduling necessary to support these programs, Mad Science has a small window of time to start our programs. We typically have two weeks' leeway on the start dates of the above Sample Program Dates. Please check with your Science Club Specialist to determine what can be done outside of these dates.

Mad Science after-school Science Clubs can start at any time during your school year. Although, the above dates will provide your students with the greatest availability of these popular classes, you do not have to offer a Mad Science class during each of the periods outlined above. Combinations of 6-week and 8-week series (or other durations) can be offered during your school year.

### **How long does it take to implement a program? How much lead time is necessary?**

The most important part of the process is to register your interest in having a Mad Science after-school program. To do this, simply fill out the attached registration form and fax it to our office. **It is critical that you do this as soon as possible because our programs sell out.** There is no cost to register as there is never any financial obligation to your school or organization. A Science Club Specialist will contact you to finalize the program details [day(s) of the week, number of weeks, start and end dates, dismissal and start times, etc].

The entire program implementation process takes about 2 hours spread over 3 weeks:

#### **3 weeks before class begins –**

- Registration form content is approved by you, and forms are printed by Mad Science
- Registration materials are delivered and sent home with your students
  - Students typically have 7-10 days to return their registration forms

#### **10 days before class begins –**

- Registration ends and Mad Science processes enrollments

#### **1 week before class begins –**

- Student confirmations are made (phone calls or e-mails to parents) and class rosters are delivered to your organization

### **Do you have a minimum class size? A maximum class size?**

Our classes require a minimum enrollment of 15 paid students. To ensure the hands-on, interactive nature of our instruction, class size will be capped at 20 (25 if an assistant instructor is available). Registrations for numbers 25 through 29 will go on a wait list. With the 30<sup>th</sup> registration, Mad Science will create 2 classes of 15. The ability to offer additional classes may be subject to instructor availability and/or room availability. Predicting enrollment is crucial to the proper planning necessary to ensure all your interested students can participate. See "How can we predict enrollment?" below. Mad Science may elect to offer a program even if the class minimum is not met. This decision is at the sole discretion of Mad Science.

### **What ages/grades can register?**

Mad Science offers instruction in an age and grade appropriate manner using a variety of teaching methods and environments to ensure each participant benefits from the instruction. Therefore students in grades 1 through 5 are offered the opportunity to participate in our programs. We typically offer separate classes for grades 1 & 2 and 3 – 5. If all grades are invited to participate on the same day, we wait until registration is complete and then divide the children into age-appropriate groups. Larger enrollment may allow even greater segregation by grade level.

Mad Science does offer after school clubs for kindergarten students in the spring session only.

### **How can we predict enrollment?**

A good rule of thumb is to **assume 10% of your student body will be interested** in the Mad Science after-school program. Response may be affected by many factors including day of week, season of year and transportation needs. However, it is best to plan for a 10% response and reserve the necessary

rooms in order to accommodate as many students as possible. Because there is no financial obligation to your organization, final enrollment that does not utilize all the reserved rooms will not result in a penalty of any kind.

A great way to gauge your students' interest is to send home a Student Survey sheet provided free of charge by Mad Science. This survey does not obligate nor reserve space for the respondent. Ask your assigned Science Club Specialist about this option.

### **When should we schedule our class(es)?**

Mad Science has the flexibility in scheduling and instructor availability to conduct classes on any day of the week and on multiple days during the week at one location. Availability on some days may be limited so it is best to confirm your dates with Mad Science as early as possible.

When scheduling your Mad Science after-school program, think of the "normal" extracurricular schedule of your students. We find that most children's activities are scheduled on either Monday-Wednesday-Friday or on Tuesday-Thursday. Therefore, to provide the maximum flexibility for your students, you should offer Mad Science classes on two consecutive days during the week (ex. Monday-Tuesday, Tuesday-Wednesday) or on one "odd" day and one "even" day (ex. Monday and Thursday). Using the enrollment rule of thumb from above, planning for one class of 1 – 2 and one class for 3 – 5 on each of the scheduled days should be sufficient for most situations. For a variety of reasons, even with this schedule all students who wish to take Mad Science during any program will not be able to participate. Therefore, it is advised that the next offering of Mad Science occur on different days of the week. Classes should start within 15 minutes from the dismissal of school. This allows the teacher in the room time to "close up shop" and the instructor time to prepare the room and equipment for the day's instruction. For schools that offer After Care programs and have school dismissal times in the early afternoon, we can run consecutive classes (exm: 2:30 – 3:30 and 3:45 to 4:45). Please ask your Science Club Specialist about this possibility.

### **What topics are offered?**

Rockets, lasers, slime, bubbling potions and chemical reactions are just a few of the class topics Mad Science offers in our after-school programs. Currently in the Hudson Valley, we offer six 8-week sessions (48 different 1 hour classes) called *System 2* through *System 4*, *Crazy ChemWorks*, *Secret Agent Lab*, and the *NASA Academy of Future Space Explorers*. See sample registration materials for a complete listing of available classes. The classes in these systems are not interchangeable. As an organization, Mad Science has 64 hours of instruction (Systems 2 through 6, plus ChemWorks, Secret Agent Lab, and NASA) available. Mad Science of the Mid-Hudson commits to our partner schools that we will grow our class offerings to ensure no student will "max out" on their Mad Science experience.

Beginning in January 2006, Mad Science has been reorganizing the after-school topics into thematic units – sets of 8 class topics based on a common theme. The first of these programs was the *NASA Academy of Future Space Explorers*, with activities and take-home projects developed in collaboration with NASA. The second was *Crazy Chemworks*, which will focus on chemistry and laboratory methods. The most recent was *Secret Agent Lab*, which is primarily crime scene investigation.

Should your program run less than 8 weeks, scheduling of specific classes for your program cannot be determined until immediately before classes are to begin. In these cases, Mad Science will still assign a particular System to your program and include all 8 class topics within that System in our marketing and registration pieces. We will add a disclosure that X number of these 8 classes will be offered. Although we will do all in our power to ensure each student in your program receives instruction in the same topics, we cannot guarantee that will be the case.

Mad Science reserves the right to change class topics with no advance notice to students, parents or your organization. Changes of this sort are typically in response to an emergency situation to ensure scheduled instruction of a class is performed.

Due to the size of the geographic area in which our after-school Science Clubs are scheduled, Mad Science reserves the right to select which topics are available in each county for each session. We must do this to ensure a logical equipment transfer between instructors each week.

### How is registration handled?

There are three ways to handle registration:

- 1) All materials and payments are submitted directly to Mad Science. This turn-key method is usually the easiest and most efficient for your organization.
- 2) Materials and payments are returned to your organization. They are picked up by or shipped to Mad Science and we process the paperwork and payments.
- 3) Your organization receives and processes all the paperwork. Mad Science will invoice you for the number of participants.

Should you process your own registration, participant information and class rosters will need to be provided on Mad Science supplied forms.

### What participant information is required?

In order to ensure the safety of all participants in a Mad Science after-school Science Club both during the demonstrations and after the class, the following information must be provided on each participant:

- *Child's name*
- *Child's date of birth*
- *Name of parent or guardian*
- *Signature of parent or guardian*
- *Names of those allowed to pick up child after class including after school daycare options*
- *Payment information (check number or credit card number, expiration date and signature)*
- *Child's grade*
- *Child's address*
- *Home phone number*
- *E-mail (for confirmation and announcements only)*
- *Child's teacher*
- *Child's health concerns*
- *Work/cell phone number*

### When is payment required?

From parents: Payment is required at the time of registration. Mad Science can accept checks or credit cards (over the phone, on the registration form or through our on-line registration system).

From your organization: Should you elect to process registration and payments, Mad Science will invoice you for the number of participants during the second week of class. This allows students to “test drive” our program the first week and receive a full refund if it is not to their liking. Also, late comers are more easily accommodated through this schedule. Payment on invoices is expected within two weeks of receipt.

### What does Mad Science need from our organization?

Each participant will need a desk/table and chair. The instructor will need a small table for the equipment. Therefore classrooms work. We will also need access to electricity, nearby water and the ability to darken the room. Room volunteers are not necessary with our program; however they are welcomed. See “Do you offer scholarships” for information on free enrollment for the children of volunteers. We have found that a brief period between the end of school and the beginning of the Mad Science class is beneficial to the students. Therefore, please plan to have all Mad Science participants gather in the gym or cafeteria for approximately 10 – 15 minutes to facilitate a bathroom break and/or a snack. Your organization will need to provide someone to monitor this period between the end of school and the beginning of the Mad Science program and to escort the students to the Mad Science classroom(s). We can facilitate this by including a line on the registration form that asks if parents are available to chaperone/volunteer during their child's class, so that finding an adult willing to supervise the students before class is not difficult.

### What is your refund policy?

A full refund will be made to any parent who withdraws his child prior to the second week of the program and informs Mad Science in writing. Withdrawal after the second week is not subject to a refund; however consideration will be given these students for future Mad Science programs.

### Do you have a quality guarantee?

The Mad Science guarantee is simple – your organization, your students and parents will be satisfied with the Mad Science experience or we will do what it takes to make it right.

### Who are your instructors?

We recruit former teachers and current college students with an education major who have experience in classrooms or with groups of elementary aged children. All our instructors must pass a series of state and national criminal background checks and be certified through our training process. Instructors are assigned for the entire length of the program. This encourages a rapport between instructor and student and facilitates the learning process.

### Do you offer scholarships?

Our mission is to bring fun science to all children in the Hudson Valley. To this end Mad Science offers several scholarship opportunities to our classes. **All scholarships are awarded after the paid class minimum is met.** Administration of scholarships is left to your organization. Please inform Mad Science of the recipient(s) to ensure proper record keeping and invoicing.

- One scholarship is awarded to the After-School Program Coordinator.
- One scholarship is awarded to the parent or guardian who commits to serve as a room-volunteer for the entire length of the program.
- One need-based scholarship or the equivalent (i.e. two half scholarships) can be made available to the school. Mad Science will provide certificates, with your organization in charge of determining need (usually based on school lunch program).

NOTE: Mad Science cannot exceed the class maximum of 20 (25 if an assistant is available). If all scheduled classes are filled through paid registrants, it is the responsibility of your organization to determine which students (paid vs. scholarship) are granted admission. *We cannot add scholarship students to a class that is already full.* You must allow for use of scholarships in advance and save space in the class.

### Do you offer incentives for the use of teacher's classrooms?

As a reward for teachers who allow Mad Science to use their classrooms, Mad Science will donate one free In-Class Workshop for their class (retail value \$200). Workshops are an hour of instruction correlated with the New York State Core Curriculum, where students learn fun and hands-on science. This workshop must be used during that school year and is subject to scheduling and workshop availability.

An alternate incentive for the classroom teacher would be an additional scholarship given to a student selected by the teacher – a student not already enrolled in the program.

### What are the expectations of the students? The parents?

Mad Science strives at all times to provide fun and safe science activities for all children participating in our classes. To fulfill this commitment, we ask that all children enrolled adhere to basic behavioral guidelines. Our instructors set clear boundaries and expectations as to appropriate conduct and we will hold all students to these expectations. In addition, Mad Science will follow all of your school's rules and policies regarding student behavioral expectations. We stress at the beginning of each class that the school rules are still in effect. We ask your cooperation should any parent be notified of discipline problems. It is our intention to provide children with, not deprive them of, exciting and fun science. It is only when a child interrupts this positive learning environment that we would take any such action.

Mad Science also has expectations of the parents whose children are enrolled. Only children with a sincere interest in our programs and the necessary maturity to handle an extension of the school day should be allowed to enroll. An approved guardian must pick up each child *at the classroom* promptly at the dismissal of class. Parents are welcome to observe any class and to participate where appropriate. All parents should support the learning process after class is dismissed.

### What is your inclement weather/class cancellation policy?

Mad Science will follow the inclement weather and school closure policy of the school district in which we are instructing. Each program should have a minimum of two weeks before the start of the next program to accommodate two possible make-up days. Mad Science will attempt to reschedule weather-related class cancellations or other events beyond our control or planning, but with no guarantees. No refunds or credits will be given in the event a class cannot be made up under these circumstances. **Cancellations due to school-related issues such as improper planning or scheduling regarding early dismissal may be rescheduled at the sole discretion of Mad Science.** No refund or credit will be given under these circumstances regardless if the class is rescheduled or not.

### Are we guaranteed a Mad Science program at our school?

The demand for our programming is tremendous. As a result we must limit the number of classes we offer in any instruction period. We schedule programs on a first come, first served basis. **Each of the instruction periods last year were completely sold out.** Because of the popularity of our programs and of the challenges sometimes associated with securing qualified staff, it is imperative that you adhere to the planning timelines when requesting and implementing a Mad Science after-school program. We have always met our staffing obligations but should the enrollment for your organization exceed the norm, we cannot guarantee that an additional instructor will be available. Should Mad Science have to cancel a program because we could not supply a qualified instructor we will make every effort to reschedule the program as quickly as possible. We realize the great inconvenience and disappointment a program cancellation would cause. Should this occur, any funds collected by Mad Science for a canceled program will be promptly returned.