



Extracurricular Science club Program Benefits

Mad Science has over 20 years experience offering fun, hands-on science programs in after-school settings. With our stand alone program, we can do everything for your center so that your staff or parent volunteers can concentrate their efforts elsewhere. Mad Science creates a partnership with your center by offering a multitude of additional benefits for your children and parents.

Children in our programs learn how much fun science can be and to look forward to science in later school years. Our aim is also to develop critical and investigative thinking skills by emphasizing the scientific method throughout our programs. In doing this children will learn to observe keenly, ask educated questions, test and experiment, and draw insightful conclusions. We try to instill a love of "learning" in young children that will last a lifetime

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

- **Special Event Kick-off:** Immediately before or during registration, our high-energy, action-packed half hour performances will excite your children about science and inform them of what they can expect should they sign up for Mad Science.
- **Registration Materials:** All registration forms are provided. They are customized for your program, and delivered to your center.
- **Payment Processing:** Mad Science can collect all funds from parents through check, credit card or on-line registration.
- **Scheduling and Rosters:** We can handle all aspects of club registration, confirm participants, create class rosters and inform all parents of event dates. Blank documents are provided should you decide to process the registrations and payments yourselves.
- **Instruction:** Mad Science provides all equipment and materials. Our Mad Scientists arrive prior to class to set up and they assume responsibility for all children in their care until released to an authorized guardian.
- **Take-home Materials:** Children will make and take home a science projects related to the topic that week in most classes. Mad Science also provides resource guides available to interested parents which describe the instruction their child experienced and has additional activities that will extend the fun and learning.





Extracurricular Science club

How to Manual

The materials presented in this How To Manual are designed to help your center efficiently and effectively implement a successful Mad Science After-School Science Club. Most 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 240 locations in over 27 countries. We are the world's leader in fun science for children. Mad Science conducts educational, entertaining and hands-on science activities for elementary and preschool age children throughout Tampa Bay. Our unique brand of exciting, interactive activities instills a clearer understanding of how science affects the world around them. Through Mad Science, your children 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 administration and run our science clubs separate of any other programs at your center. Should your center offer one, we will be very happy to work within an existing enrichment program.

What is our time commitment to your program?

If you elect the turn-key approach, other centers have told us they have implemented a Mad Science program with only 2 to 3 hours of time investment. Your commitment typically occurs before the registration period as centers work with us to finalize the program details.

How long are your programs (weeks and hours)?

Our standard program is 6 weeks, 40 minutes per week and held immediately after school or prior to school. Because of the flexibility of our programming, Mad Science can accommodate program requests of 4 to 10 weeks.

What is the cost?

There is never any cost to your center 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 6-week session is \$48 per child. This is an all-inclusive, one-time fee for the participants. Mad Science provides all equipment and materials.

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 centers elect to offer Mad Science multiple times throughout the 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 center. We will contact you to finalize the program details [day(s) of the week, number of weeks, start and end dates, date of the assembly, etc].

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

3 weeks before class begins –

- Your free, all center Special event (assembly) is conducted
- Registration materials are delivered and sent home with your children
 - Parents typically have 7-10 days to return their registration forms

2 weeks before class begins –

- Registration ends and Mad Science processes enrollments

1 week before class begins –

- Participant confirmations and class rosters are delivered to your school

This process can be expedited depending upon your center's time constraints.

Do you have a minimum class size?

Our classes require a minimum enrollment of 14 paid children. To ensure the hands-on, interactive nature of our instruction, class size will be capped at 20. Registrations for numbers 21 through 27 will go on a wait list. With the 28th registration, Mad Science will create 2 classes of 14. The ability to offer additional classes may be subject to instructor availability. 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. Should enough children register we will divide classes into 3 and 4 year old groups.

What topics are offered?

Mad Science offers preschool topics grouped within 5 general areas of science: physical science, life science, animal science, natural science, and learning science with a number of class selections within each area. Depending upon availability of the classes your center will be able to customize your program to complement or supplement your current center curriculum.

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 center and the most popular choice.
- 2) Materials and payments are returned to your center. They are picked up by or shipped to Mad Science and we process the paperwork and payments.
- 3) Your center 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 to Mad Science.

What does Mad Science need from our center?

We will need a space for the science club. Within that space our instructor will need a table for the equipment. Tables and/or desks should also be present for the children and some open space to sit on the floor if needed. We will also need access to electricity, nearby water. Room volunteers are not necessary with our program; however they are welcomed and encouraged to assist and participate. Please plan to have all Mad Science participants gather in one location after instruction ends and leave approximately 10 – 15 minutes to facilitate a bathroom break and/or a snack. Your center 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 children to the Mad Science classroom(s).

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 children for future Mad Science programs.

Do you have a quality guarantee?

The Mad Science guarantee is simple – your center, your children 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?

All of our Mad Scientists (instructors) have documented and verified experience working with groups of children, and have undergone level 2 district required background checks. Instructors are assigned for the entire length of the program. This encourages a rapport between instructor and child and facilitates the learning process.

Do you offer scholarships?

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

- One scholarship is awarded to the teacher, parent or guardian who commits to serve as a program coordinator room volunteer for the entire length of the program.
 - One scholarship per class is awarded should your center process all registrations and payments.
- NOTE: Mad Science cannot exceed the class maximum of 20. If all scheduled classes are filled through paid registrants, it is the responsibility of your center to determine which children (paid vs. scholarship) are granted admission.

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 \$115). Workshops are 30 - 40 minutes long, fun, very hands-on and interactive and highly correlated with national science educational standards. This workshop must be used during the duration of the program and is subject to scheduling and workshop availability.

What are the expectations of the children? 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 children to these expectations. In addition, Mad Science will follow all of your center's rules and policies regarding child behavioral expectations. We stress at the beginning of each class that the center's 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. An approved guardian must pick up each child at the dismissal of the club. Parents are welcome and encouraged to observe any club session and to assist and participate where appropriate. All parents should support the learning process after club is dismissed.

What is your inclement weather/class cancellation policy?

Mad Science will follow the inclement weather and center closure policy of the school district in which we are instructing. Each program should have a minimum of one week before the start of the next program to accommodate a possible make-up day. 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 center-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.