



Please read this **BOOKING PROCEDURE FORM** carefully to ensure that your visit goes smoothly

INTRODUCTION:

The Cape Town Science Centre (CTSC) provides valuable hands-on learning experiences using world-class exhibits designed to enrich the school curriculum and equip learners by increasing their skill and understanding of science, technology and maths. The CTSC strives to be a fun, innovative place and offers learners an unforgettable experience.

BOOKING PROCEDURE:

- In order to gain maximum benefit from the CTSC, **class teachers must attend a pre-visit to the Centre. (Please note that Teacher Pre-Visits are only available from Monday - Friday between 15:00 - 16:00).** This visit is free of charge.
- Please **complete the booking form** and return it to Portia at the CTSC by fax, email or in person. Only written bookings will be confirmed via an invoice from the CTSC.
- Please note that telephonic enquiries do not serve as a confirmed booking. Bookings are essential for all school groups. This is to ensure that our staff is available to assist your group and needs.

ENTRANCE FEES:

All groups larger than 10 qualify for a discounted group rate of R65 per person. This includes pre-school, school, student and adult groups, Normal fees are R75 per person. Additional adults: R25

PAYMENT PROCEDURE:

- **A deposit relative to your group size is required within 5 days of booking.**
- Deposits are as follows
 - R650 for groups of 10 - 29
 - R1 950 for groups of 30 - 59
 - R3 900 for groups of 60+
- This may be paid into the CTSC's bank account. **A deposit slip verifying this payment must be faxed to 086 519 7227, for attention Tasneem once the payment is made.** Payment may also be made at the CTSC's Ticket Office during the Teacher's Pre-visit. (No cheques in the post)
- Booking will be confirmed once the proof of deposit has been received.

CAPE TOWN SCIENCE CENTRE BANK DETAILS:

Name: Interactive Science Foundation t/a Cape Town Science Centre

Bank: Standard Bank, Cape Town Branch

Branch code: 020 909

Account No: 070098549

Cheques should be made payable to the Interactive Science Foundation.

SPECIAL ARRANGEMENTS:

- Deposit due within 5 days of booking. Please note that you will not receive a confirmation of your booking until your deposit has been received.
- Please bring your confirmation letter on the day of your visit to avoid delays at reception.
- **The remaining amount must be paid prior to or on the day of your school visit.** Please bring your proof of payment along if it has been done via EFT.
- Should you need to **cancel your visit please inform the CTSC by fax or email at least one week in advance in order to qualify for a refund.** Failing this, the CTSC will retain the deposit.

Cancellation and Refund policies

A full refund of the deposit will be done if cancellation is done 7 days prior the visit date. After which only 25% of the deposit will be reimbursed if cancellation is within and up to 3 days of the visit. Should you bring less learners on the day, please note that you will not receive a refund for these learners. If you are bringing less learners than you booked for please let us know at least 24 hours prior to your visit.

RULES WHEN VISITING THE CTSC:

Please plan to bring **one adult for every ten children** to supervise the group, who will not be charged an entry fee. Any additional adults are required to pay an admission fee of R25.

- Food, beverages and chewing gum are not permitted in the CTSC, other than at designated areas.
- Educators/supervisors **must accompany their learners at all times** and are expected to prepare the learners for the visit and to play an active role in their visit.
- The CTSC reserves the right to refuse admission to under-supervised groups of children.
- **Learners should leave their bags at school and must refrain from bringing valuables on their visit. Lunch packs can be stored in the group area.**
- **Please note that refreshments are available to purchase from iCafe in the CTSC**

BOOKING YOUR SCHOOL VISIT

FOR OFFICE USE ONLY:

Invoice #: _____

Please complete this form and fax to 086 519 7227 or email to bookings@ctsc.org.za

VISIT OPTIONS (CHOOSE ONE ONLY)

1. Choose **ONE** of the following options (see next page for details):

TICK OPTION	OPTION NO	DESCRIPTION	ADDITIONAL ACTIONS
<input type="checkbox"/>	1	Core Programme – no workshop	N/A
<input type="checkbox"/>	2	Core Programme + 21 st century skills development	Complete Option 2 workshop form
<input type="checkbox"/>	3	Core Programme + curriculum enrichment	Complete Option 3 workshop form

2. Once you have chosen your option refer to the next page to make workshop selection.

3. Complete school information below

Please note that there is a minimum charge of R975 per workshop (15 learners @ R65 each)

SCHOOL INFORMATION

TEACHER PRE-VISIT	Date:	Time: 15:00 - 16:00 (Monday - Friday only)		
PLEASE ARRIVE 15 MINUTES BEFORE THE START OF YOUR VISIT				
SCHOOL GROUP VISIT Request time and date for school visit (select two dates): Mon - Sat from 09:00	1 st CHOICE Date	Arrival time	Departure time	Break time
	2 nd CHOICE Date	Arrival time	Departure time	Break time
Name of school:			<input type="checkbox"/> Public <input type="checkbox"/> Private	
Metropole:	Suburb:	Municipality:		
TEACHER IN CHARGE	Name & Surname:		Tel (code):	
Fax:	Cell:	Email:		
No of children in group:	No of accompanying adults:		Grade of group:	
Special needs (physically challenged/developmentally challenged):				

I have read and understand the booking procedure forms and rules of the Cape Town Science Centre

Signature – School principal _____

Date _____

Signature – Teacher in charge of visit _____

School stamp

OPTION 2 - 21ST CENTURY SKILLS WORKSHOPS

Please tick **ONE** of the boxes

A. Techliteracy Workshop	<input type="checkbox"/> Computational thinking	<input type="checkbox"/> Computer skills	<input type="checkbox"/> Coding for beginners	<input type="checkbox"/> Next level coding
B. Tech Courses	<input type="checkbox"/> App development	<input type="checkbox"/> Raspberry Pi course		
C. Makermania Workshop	<input type="checkbox"/> Re-engineering techno junk	<input type="checkbox"/> Lego design	<input type="checkbox"/> Wind tunnel challenge	<input type="checkbox"/> Toys from trash

OPTION 3 - PRIMARY SCHOOLS

Please tick **ONE** of the boxes

The Science Of Living Things	<input type="checkbox"/> Food	<input type="checkbox"/> My body	<input type="checkbox"/> Insects	<input type="checkbox"/> The food chain challenge	<input type="checkbox"/> Ways we communicate		
The Science Of Chemistry And Materials	<input type="checkbox"/> Kitchen chemistry	<input type="checkbox"/> Ways to strengthen materials	<input type="checkbox"/> The ABC's of acid-base chemistry	<input type="checkbox"/> Crazy colours	<input type="checkbox"/> Bubbleology		
The Science Of Earth And Beyond	<input type="checkbox"/> Science rocks	<input type="checkbox"/> Solar system and beyond	<input type="checkbox"/> Rockets	<input type="checkbox"/> Fossils	<input type="checkbox"/> Planet earth	<input type="checkbox"/> Dinosaurs workshop	<input type="checkbox"/> Planetarium
The Science Of Physical Phenomenon	<input type="checkbox"/> Sound and vibrations	<input type="checkbox"/> Ping pong ball blast-off	<input type="checkbox"/> Optics	<input type="checkbox"/> Mischievous magnets	<input type="checkbox"/> Electricity		
Making Meaning Of Maths	<input type="checkbox"/> Geoboard geometry	<input type="checkbox"/> Number patterns	<input type="checkbox"/> Space & shape geometry	<input type="checkbox"/> Measurement	<input type="checkbox"/> Data handling		

OPTION 3 - HIGH SCHOOLS

Please tick **ONE** of the boxes

Physics	<input type="checkbox"/> Ping Pong projectile	<input type="checkbox"/> Graph it	<input type="checkbox"/> Light, colour, action	<input type="checkbox"/> Generators and electric motors	<input type="checkbox"/> Ways we communicate
Chemistry	<input type="checkbox"/> Intermolecular forces	<input type="checkbox"/> Unsaturated and saturated hydrocarbons	<input type="checkbox"/> Chemical equilibrium	<input type="checkbox"/> Electro chemistry	<input type="checkbox"/> pH and indicators
Life Science	<input type="checkbox"/> Body systems	<input type="checkbox"/> Microscope cell-fie workshop	<input type="checkbox"/> Organ dissection	<input type="checkbox"/> It's your genes	
Astronomy And Space Science	<input type="checkbox"/> Satellite	<input type="checkbox"/> The lifecycle of stars	<input type="checkbox"/> The milky way	<input type="checkbox"/> Planetarium	
Mathematics	<input type="checkbox"/> Euclidean geometry	<input type="checkbox"/> Geoboard geometry	<input type="checkbox"/> Number patterns		