



CTSC SCHOOL BOOKING FORM

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 Tasneem Daniels 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 are available to assist your group and needs.

COVID-19 PROTOCOLS:

We want to ensure every visitor to our centre has an educational, fun and safe experience. Therefore during the COVID-19 pandemic we have made a few changes to our school visits:

- Only one school may visit the CTSC at a time
- Individual group sizes have been reduced from 30ppl to 15ppl (50% capacity)
- Sanitation stations have been placed throughout the centre
- The wearing of masks is mandatory
- Schools are requested to provide a copy of the class list in order to record temperatures.

All visitors have to provide their details and have their temperature screened before being granted entry into the CTSC

ENTRANCE FEES:

All groups larger than 15 qualify for a discounted group rate of R70 per person. One adult for every ten children to supervise the group, will not be charged an entry fee. Additional adults: R25. This includes pre-school, school, student and adult groups. Normal fees are R80 per person.

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 email or WhatsApp 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. 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.
- Teachers/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.
- Please note that refreshments are available to purchase from iCafe in the CTSC.
- Learners should leave their school bags at school and must refrain from bringing valuables on their visit. Lunch packs can be stored in the group area.
- Masks to be worn at all times. No mask, no entry.

PAYMENT PROCEDURE:

A deposit relative to your group size is required within 5 days of booking.

Deposits are as follows

- R1050 for bookings of 15 – 29 people
- R2100 for bookings of 30 – 59 people
- R4200 for bookings of 60+ people
- This may be paid into the CTSC's bank account. A deposit slip verifying this payment must be emailed to Tasneem - bookings@ctsc.org.za, 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.

CTSC 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

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

We try to keep costs as low as possible for you! Our interactive workshops are a popular attraction for our visitors. To keep costs low, a minimum capacity (15 learners) is needed to run workshops. Therefore when you make your booking, and wish to include a workshop, there is minimum charge of 15 learners (even if you are bringing fewer).

SCHOOL INFORMATION

TEACHER PRE-VISIT Time: 15:00 - 16:00 (Monday - Friday only)	Date of pre-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:
	2 nd Choice Date:	Arrival time:	Departure 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:

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 _____

VISIT OPTIONS (CHOOSE ONE ONLY)

Choose **ONE** of the following options:

TICK OPTION	OPTION NO	DESCRIPTION	ADDITIONAL ACTIONS
<input type="checkbox"/>	1	Core Programme - no workshop	N/A
<input type="checkbox"/>	2	Core Programme + e-Learning	Please tick ONE of the boxes below
		<input type="checkbox"/> Coding for beginners <input type="checkbox"/> Web development <input type="checkbox"/> Beebots	
<input type="checkbox"/>	3	Core Programme + Design-based Learning	Please tick ONE of the boxes below
		<input type="checkbox"/> LEGO Design with Six Bricks <input type="checkbox"/> Wind Tunnel Challenge <input type="checkbox"/> Toys from Trash	
<input type="checkbox"/>	4	Core Programme + Curriculum Enrichment	Please tick ONE of the boxes on the next page - curriculum enrichment

OPTION 4 - CORE PROGRAMME + CURRICULUM ENRICHMENT

Please tick **ONE** of the boxes:

ECD	Age 4 - 6	<input type="checkbox"/> Kitchen Chemistry	<input type="checkbox"/> Bubbleology	<input type="checkbox"/> Sound & Vibrations	<input type="checkbox"/> Beebots
Foundation Phase	Grade 1	<input type="checkbox"/> Weather	<input type="checkbox"/> Senses	<input type="checkbox"/> Pets	<input type="checkbox"/> Our Solar System
	Grade 2	<input type="checkbox"/> Unique Me	<input type="checkbox"/> Seasons	<input type="checkbox"/> Transport	<input type="checkbox"/> Communication
	Grade 3	<input type="checkbox"/> Health Protection	<input type="checkbox"/> Life Cycle of an Insect	<input type="checkbox"/> Satellites	<input type="checkbox"/> Natural Disasters
	Maths Gr 1 - 3	<input type="checkbox"/> Number Patterns		<input type="checkbox"/> Space & Shapes	
Intermediate Phase	Grade 4	<input type="checkbox"/> What plants need to grow	<input type="checkbox"/> Strengthening Materials	<input type="checkbox"/> Energy & Sound	<input type="checkbox"/> Our star, the Sun
	Grade 5	<input type="checkbox"/> Skeleton of a vertebrate	<input type="checkbox"/> Metals & Non-metals	<input type="checkbox"/> Energy & Movement	<input type="checkbox"/> The Rock Cycle
	Grade 6	<input type="checkbox"/> Eco-systems & food webs	<input type="checkbox"/> Mixtures	<input type="checkbox"/> Electric Circuits	<input type="checkbox"/> Planetarium
	Maths Gr 4 - 6	<input type="checkbox"/> Measurement		<input type="checkbox"/> Fractions	
Senior Phase	Grade 7	<input type="checkbox"/> Plant Diversity	<input type="checkbox"/> Separation of mixtures	<input type="checkbox"/> Heat Transfer	<input type="checkbox"/> Gravity
	Grade 8	<input type="checkbox"/> Micro-Organisms	<input type="checkbox"/> Expansion & Contraction	<input type="checkbox"/> Visible Light	<input type="checkbox"/> The Telescope
	Grade 9	<input type="checkbox"/> Cell Structure	<input type="checkbox"/> Acids & Bases	<input type="checkbox"/> Forces	<input type="checkbox"/> Birth, life & death of stars
	Maths Gr 7 - 9	<input type="checkbox"/> Geoboards		<input type="checkbox"/> Number Patterns	
FET Phase	Grade 10	<input type="checkbox"/> Heating & Cooling Curve	<input type="checkbox"/> Acceleration	<input type="checkbox"/> Electric Circuits (series & parallel)	
	Grade 11	<input type="checkbox"/> Newton's Second Law	<input type="checkbox"/> Boyle's Law	<input type="checkbox"/> Ohm's Law	
	Grade 12	<input type="checkbox"/> Esters	<input type="checkbox"/> Titrations	<input type="checkbox"/> Internal & Equivalent Resistance of a battery	
		<input type="checkbox"/> Determination of "g"	<input type="checkbox"/> Rates of Chemical Reactions	<input type="checkbox"/> Conservation of Momentum	
	Maths Gr 10 - 12	<input type="checkbox"/> Euclidean Geometry		<input type="checkbox"/> Number Patterns	
	Life Science Gr 10 - 12	<input type="checkbox"/> Kidney Dissection		<input type="checkbox"/> DNA Extraction	