

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:

- To gain maximum benefit from a visit to the CTSC, class teachers are strongly encouraged to book a teacher pre-visit. Pre-visits help ensure that your visit is structured to meet the needs of your group and supports your efforts in the classroom. Teacher pre-visits are free of charge, and available **Monday to Friday between 15:00 and 16:00**. To book a pre-visit, complete the booking form or call us at 021 300 3200.
- Kindly complete the booking form and return it to our Bookings Coordinator Yandiswa Makwenta via email or in person.
- Only written bookings will be confirmed via an invoice from the CTSC. Please note: telephonic enquiries do not serve as confirmation of your booking. Bookings are essential for all school groups. This is to ensure that our staff are available to assist your group and needs.

SPECIAL ARRANGEMENTS:

- Deposit due within 5 days of booking at least one month before visit. 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.

HELPFUL INFORMATION: WHEN PLANNING YOUR VISIT, PLEASE TAKE TRAFFIC CONGESTION INTO CONSIDERATION. SHOULD YOU ARRIVE LATE AT THE CTSC, SOME OF THE PLANNED ACTIVITIES WILL BE MISSED.

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 R45.

- 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 should refrain from bringing valuables on their visit. Lunch packs can be stored in the group area.

ENTRANCE FEES:

All groups larger than 15 people qualify for a discounted group rate of R85 per person. One adult for every ten children to supervise the group, will not be charged an entry fee. Additional adults: R45. This includes pre-school, school, student and adult groups. Normal fees are R95 per person.

CANCELLATION AND REFUND POLICIES

A full refund of the deposit will be done if cancellation is done 7 days prior the visit date. 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.

PAYMENT PROCEDURE:

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

- A deposit of R300 for bookings of 30 learners or less thereafter, an additional R10 per learner to secure your booking.
- This may be paid into the CTSC's bank account. A deposit slip verifying this payment must be emailed to Yandiswa - 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.

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).

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

PLEASE COMPLETE THIS FORM AND EMAIL TO BOOKINGS@CTSC.ORG.ZA

Request time and date for school visit (select two dates below), Monday to Saturday from 09:00 - 16:30

FOR OFFICE USE ONLY:
Invoice #: _____

SCHOOL INFO:

TEACHER PRE-VISIT (FREE) Days: Monday to Friday only Time: 15:00 - 16:00		Date of pre-visit:	
1st Choice Date: (total visit: max 3 hours)		Arrival time:	Departure time:
2nd Choice Date: (total visit: max 3 hours)		Arrival time:	Departure time:
Name of school:		Public ☐	Private ☐
Metropole:	Suburb:	Municipality:	
TEACHER IN CHARGE		Name & Surname:	
Landline:	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

Sign here: School principal _____ Sign here: Teacher in charge of visit _____

Date _____ School stamp

VISIT OPTIONS Choose ONE of the following programmes

TICK OPTION	OPTION NO.	DESCRIPTION	GRADE	WORKSHOP TITLE (see Education Programme for options)
☐	1	CORE PROGRAMME – NO WORKSHOP (1 ½ hour visit recommended for group size less than 100)		N/A
☐	2	CURRICULUM ENRICHMENT PROGRAMME (3 hour visit recommended) SELECT A TIME SLOT: ☐ 09:00 - 11:00 (2 hours - no snack time) ☐ 11:00 - 13:00 (2 hours - no snack time) ☐ 09:00 - 12:00 (3 hours - includes snack time) ☐ 10:00 - 13:00 (3 hours - includes snack time)		
☐	3	INFORMAL ENRICHMENT PROGRAMME (3 hour visit recommended) SELECT A TIME SLOT: ☐ 09:00 - 11:00 (2 hours - no snack time) ☐ 11:00 - 13:00 (2 hours - no snack time) ☐ 09:00 - 12:00 (3 hours - includes snack time) ☐ 10:00 - 13:00 (3 hours - includes snack time)		
☐	4	E-LEARNING (3 hour visit recommended) SELECT A TIME SLOT: ☐ 09:00 - 12:00 (including snack time) ☐ 10:00 - 13:00 (including snack time)		