



Challenger Learning Center  
of The Twin Tier Region

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**S.P.A.C.E. Academy Program Registration**  
**Science Programs and Creative Exploration Academy**  
**Grades Pre-K to 4**

School/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

S.P.A.C.E. Academy Request Date(s) \_\_\_\_\_ Grade (s) \_\_\_\_\_

#Total Students \_\_\_\_\_ Total # of Chaperones \_\_\_\_\_ Ages \_\_\_\_\_

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_ Lunch Brown Bag in center? Yes No

**Please allow 30 minutes for lunch when scheduling.** Time for lunch is not included in the selections below.

**DO YOU HAVE ANY STUDENTS WHO NEED SPECIAL ACCOMMODATIONS? YES NO**  
**If so, please explain.**

**DO YOU HAVE ANY ENGLISH LANGUAGE LEARNERS? YES NO**  
**If so, what is the primary language?**

**S.P.A.C.E. Academy Selection:**

- ☐ 4 hr. Block: Discovery Lab, New World & 2 EVAs  
Maximum 100 students – 4 groups (Classes) of up to 25 students each. . . . \$950
- ☐ 3 hr. Block: Discovery Lab, New World & 1 EVA  
Maximum 75 students – 3 groups (Classes) of up to 25 students each. . . . \$750
- ☐ 2 hr. Block: 60 min. Discovery Lab + 1 EVA  
Maximum 50 students – 2 groups (Classes) of up to 25 students each. . . . \$550

**Discovery Lab** - Aspiring scientists, engineers, and mathematicians are engaged in a variety of hands-on STEM experiments as they rotate within the lab. Station assignments can be tailored to the particular needs of your group.

**EVA(s)** (*Extra Venue Activity*) are 30-60 minute hands on, whole group STEM activities, all tied to Common-Core & NGSS. Each EVA is specifically designed for each grade level abilities. Details on all EVAs can be found on our Web Site: <https://challengertwintiers.org/space-academy-prek-4th>

**BILLING INFORMATION** Please check off how you are paying for your visit.

- |  |  |
|--|--|
| <input type="radio"/> We are using COSER Funding                                     | <input type="radio"/> We have submitted COSER Paperwork to |
| <input type="radio"/> We are paying through our organization. Please complete below. | BOCES (6-8 weeks before visit)                             |

**Accounts Payable Contact Information:** Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Institution: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**AMOUNT DUE:**

**2 hr. Block Discovery Lab with 1 EVA:** \_\_\_\_\_ x \$550 = amount due for missions: \$ \_\_\_\_\_  
(Max 50 Students; 2-classes)

**3 hr. Block Discovery Lab, New World, & 1 EVA:** \_\_\_\_\_ x \$750 = amount due for missions: \$ \_\_\_\_\_  
(Max 75 Students; 3-classes)

**4 hr. Block Discovery Lab, New World, & 2 EVAs:** \_\_\_\_\_ x \$950 = amount due for missions: \$ \_\_\_\_\_  
(Max 100 Students; 4-classes)

**Discounts (Approved by Director) :** - \$ \_\_\_\_\_

**Total due (Sum of amount due for Discovery Lab and EVAs):** \$ \_\_\_\_\_

▶ ▶ If the number of students exceeds 100, a \$500 penalty will be assessed to your school district. ▶ ▶

**This form must be returned to us NO LATER THAN six weeks (6 weeks) before your scheduled mission by email, fax or US-mail**

**Challenger Learning Center Policies**

**Payment policies:**

- A copy of the NYS BOCES COSER authorization form, a purchase order or a check must accompany your Registration Forms.
- **BOCES COSER information:** ENRICHMENT COSER 403 is used for Challenger Learning Center mission payment by NYS schools.
- NYS schools can get substitute reimbursement for teacher training using COSER 529.
- NYS districts outside the Cattaraugus-Allegany BOCES should check with their local BOCES about Cross-Over COSERs.
- **Payment by Purchase Order:** Purchase Orders will only be accepted for the total amount. Partial-payment purchase orders cannot be accepted and will NOT reserve your mission(s). A signed purchase order will reserve your mission(s). If your BOE/school requires a signed Purchase Order to facilitate payment, we will accept an attached or faxed purchase order and will return it with our signature promptly. Our fax number is 716-379-8687 ATTN: Reann Ehman, Director. We appreciate your cooperation in this matter.
- **Payment by Check:** Checks for the full mission cost should be made payable to **Challenger Learning Center of the Twin Tier Region, Inc.**
- **Late Fee:** Invoice payment is due within 30 days. Please be advised that we will charge 1% interest per month on late invoices.

**Cancellation/Re-scheduling Policies**

- Schools canceling their mission(s) for other than emergency purposes with less than one month notice (20 school days) will be billed \$200 per mission.
- Missions may be re-scheduled up to one month prior to your original scheduled mission date. Please note: first choice for mission times may not be available when re-scheduling.

**Snow (weather) policy:**

- Please call 716-379-8686 if you are unable to attend due to inclement weather. The Challenger Learning Center will call you if we are closed due to weather.
- When the Challenger Learning Center or your school district is closed due to weather, we will re-schedule your mission(s) at no additional fee.

**Hold Harmless policy:**

I acknowledge that participating in the Activity involves certain risks (some of which I may not fully appreciate) and that injuries, death, property damage or other harm could occur to me or others. I accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or result from my participation in the Activity, including any associated travel, regardless of whether or not caused in whole or in part by the negligence or other fault of Challenger Learning Center of the Twin Tier Region or insurers ("Released Parties"). I waive all claims against any of the Released Parties for any injuries, damages, losses or claims, whether known and unknown, which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or in part by the negligence or other fault of any of the Released Parties. I release and forever discharge the Released Parties from all such claims. I agree to indemnify and hold the Released Parties harmless from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) incurred by any of the Released Parties as a result of any claims or suits that I (or anyone claiming by, under or through me) may bring against any of the Released Parties to recover any losses, liabilities, costs, damages, or expenses which arise during or result from my participation in the Activity, regardless of whether or not caused in whole or in part by the negligence or other fault of any of the Released Parties.

**My signature below confirms that I have read, understand and accept all of the policies as stated on behalf of my school as part of the Registration Contract with the Challenger Learning Center.**

\_\_\_\_\_  
**Administrator's Signature (Supt. or Principal or Curr. Coordinator)**

\_\_\_\_\_  
**Date**

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