



Visiting the Challenger Center

3 MONTHS BEFORE VISIT

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RESERVE DATE WITH CENTER:

- Use our Google Appointment Calendar found on our website. This calendar changes yearly so check our website for the most recent link.
<https://challengertwintiers.org/fieldtrip-options>
- Your date will be confirmed via email & you will receive a registration form to complete and return ASAP.

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COMPLETE REGISTRATION FORM:

- Make sure that the form is filled out completely, front & back.
- NOTE: Add 30 minutes to activities' time for lunch. Lunch is not supplied by the Center.
- Complete the section on student accommodations. We would like to be aware of physical & learning needs so that we can best prepare & modify our programs as needed. See list below for examples.
 - **Physical Disabilities:**
 - **Visual Impairment:** Significant vision loss, including blindness.
 - **Deaf/Hard-of-Hearing:** Partial or complete hearing loss.
 - **Significant Mobility Impairment:** Requires aids like wheelchairs, scooters, walkers, or leg braces.
 - **Learning and Cognitive Disabilities:**
 - **Dyslexia/Dyscalculia/Dysgraphia**
 - **Neurodevelopmental Disorders:**
 - **ADD/ADHD:** Attention and hyperactivity issues.
 - **Autism:** Social and communication challenges.
 - Please remember that we sometimes have loud noises or flashing lights as part of our programming.

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SEND **COSER 403** PAPERWORK TO CABOCES:

- Check with your Business Office; they will know the proper procedure for the COSER.
- NOTE: The COSER process takes 6-8 weeks so the sooner you apply, the better.
- Our current contact is Joan Haines.

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SCHEDULE YOUR TRANSPORTATION:

- Don't forget to request your bus!



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2 MONTHS BEFORE VISIT

- ☐ **TAKE ONLINE TEACHER TRAINING** (if first time bringing a group)
 - For Comet or Mars missions (Gr. 5 & up)
 - You can request a link to files (director@challengertwintiers.org)
- ☐ **CONDUCT PRE-VISIT ACTIVITIES WITH STUDENTS** (if possible)
 - ___ Review Vocabulary with students
 - ___ Cover grade level specific topics (Gr. PK-4th) – Contact Sharon Bushnell for more details (sharon.drclc@gmail.com)
 - ___ Complete mission specific activities (Gr. 5-12th) – See Teacher Training for ideas & directions.
 - ___ Mission Patch (Gr. 5-12th) – See Teacher Training for ideas & directions.

1 WEEK BEFORE VISIT

- ☐ **FILL OUT RECEIVED CREW MANIFEST(S):**
 - You will receive an email with a Crew Manifest(s) to complete & return **BEFORE** your visit.
 - **PLEASE USE THE FORM(S) YOU ARE EMAILED.** We update these forms occasionally and you will be sent the current crew manifest.

DAY OF VISIT

- ☐ **BRING COPIES OF THE COMPLETED CREW MANIFEST(S):**
 - Upon arrival, please meet with the front desk commander to review any absences.
 - Please be aware that students might need to be moved to a different group or position to make sure essential positions are filled.
- ☐ **COATS, LUNCHES, & LINES**
 - Please do NOT hang up coats upon entering the building, as this creates a bottleneck at the door. We will spend time hanging up coats after introductions.
 - Lunches can be placed on the yellow-covered tables straight ahead inside the doors.
 - Students can line up by class/group on the numbers velcro'd to the floor. (i.e. – Mr. Smith's class on #1 or PM mission on #2)
 - **PLEASE BE ADVISED THAT IF YOU ARRIVE WITH OVER 100 STUDENTS YOU WILL BE ASSESSED A \$500 FEE.**