

INHS TRAVELING SCIENCE CENTER POLICIES

The Traveling Science Center is committed to providing a valuable educational experience to students and organizations throughout northern Illinois. In order to be able to provide this service on a long-term basis, certain requirements must be met for visits to any site:

1. The TSC is a 60 foot long truck and trailer, therefore, adequate space must be available to maneuver and set up the TSC. This includes on-site as well as the roads to reach the site. The set-up space needs to be in a safe location away from traffic, as students will need to enter and exit the vehicle. The entry doors to the trailer are on the passenger side of the vehicle and thus it is necessary that this side be able to be curbside or far from traffic.
2. If the visit requires the TSC to stay overnight, the vehicle must be able to be secured on site.
3. Each group's visit should be one class period long. Shorter visits will not enable the students enough time to absorb all of the material presented.
4. Visits must be authorized by the principal or head of the school or organization.
5. Students must be well-behaved and supervised by at least one teacher or group leader.
6. Groups should be no more than 30 individuals at any one time.
7. If there are students with any special needs, the staff should be alerted as soon as possible in order to be able to accommodate those needs.
8. In order to ensure we are providing a valuable service and are able to meet the needs of schools, assessment surveys are required for each event. These surveys will provide us with important information including what changes would improve future visits. Teachers or group leaders are asked to complete both a pre- and a post- visit assessment. Students are asked to complete the post-visit assessment. These will be available on the TSC website.

Other conditions that are preferable include:

1. Access to a 220 volt outlet (vehicle will run on a generator if 220 not available)
2. If the visit requires us to stay a second day, lodging assistance would be helpful.
3. For visits to organizations that are "For Profit" a donation to help offset the cost of fuel is also preferred.
4. Teachers should offer an introduction to prepare the students for their visit to the TSC. There are activities available as PDFs on the TSC website that may be helpful in introducing some concepts and ideas.
5. Compensation for items broken or removed from the TSC is expected.

Photographs will be taken at each event and may be posted to the Traveling Science Center website. If there are individuals that do not wish to be photographed for any reason, the staff of the TSC needs to be notified.

The Traveling Science Center team reserves the right to cancel any scheduled event due to reasons including, but not limited to, inclement weather and illness. Every reasonable effort will be made to avoid cancellations.

Cancellations by the school or organization, should be made at least 48 hours in advance. In the event of a last minute EMERGENCY cancellation, please contact the TSC at 224-234-0199 ASAP.

The information in the vehicle is based on scientific evidence. We are aware that certain persons may not agree with this information, and if you feel this may cause a problem with any member of your institution, please discuss it with them before scheduling a visit.