

Scheduling Resource Guide

Roberson Scheduling

- Roberson programs are offered 12 months a year. Reservations are required at least two weeks in advance to ensure program availability and the best educational experience for everyone. Field Trips are available Tuesday-Friday between 8:30 am and 5:00 pm, Saturdays and Sundays between 10:00 am and 5:00 pm, and Mondays during mid-November and December. Visits planned for *Home for the Holidays* or for the months of May and June should be made well in advance.
- For more information and/or to schedule a class at Roberson, contact the Scheduling Coordinator (607-772-0660, Ext. 236). You will receive an email or FAX confirming your museum visit after you make arrangements.

Late arrivals: Unfortunately, school groups arriving late will have an abbreviated program schedule.

Cancellation Policy: Cancellations made less than 2 weeks prior to the scheduled visit will result in a \$30 cancellation fee per group. Cancellations made on the day of a scheduled visit will result in full payment for the intended trip. Cancellations due to snow days or delays are exempt from the \$30 fee.

Chaperone Policy: Teachers and chaperones are admitted free of charge at a ratio of one adult to ten students. “One-to-One” aides are also free of charge. Additional adults will need to pay \$7.00 (regular group admission). Adults are asked to stay with their groups at all times to supervise students. Chaperones are asked not to bring younger children with them.

Lunches: Lunches must be scheduled. We can provide an area for students to eat their own bag lunches on a first come, first serve basis. Please pack lunches in boxes or coolers so they can be carried easily. Weather permitting, picnic tables are available.

Prices: \$225/group of a maximum of 25 students (Gel Electrophoresis is \$250). Wherever possible, the price has been listed with the program name in the brochure. Programs include two or three different activities and last approximately **2 ½ hours**. Planetarium programs can be booked separately for \$150 for up to 25 students, (\$6.00/student additional up to a maximum of 50).

- For a list of BOCES-aidable programs, refer to the Broome-Tioga BOCES Services Guide available from your superintendent. Required BOCES units must be purchased through BOCES prior to booking.

Educator's Discount: Roberson offers a 20% discount on memberships to all educators. Membership brings special privileges and benefits that provide more ways for educators become more engaged in our dynamic institution. Call 772-0660 for Membership.

Frequently Asked Questions

Q: Can we start at a different time than our blocked times?

A: This will depend on whether a change creates conflicts with other scheduled visits.

Q: Can we just do 2 of the 3 rotations?

A: You may, but you will still be charged for all 3 rotations.

Q: Can we add an extra rotation?

A: An easily added extra rotation would be a self-guided experience. For an additional program with a museum educator, the Scheduling Coordinator will determine if this is feasible.

Q: How many students can Roberson accommodate?

A: Generally, our upper limit is 5 groups (about 125 students). The Scheduling Coordinator will advise you, depending on which programs you are selecting.

Q: Who is allowed to use Roberson's facilities for lunch?

A: We reserve this space for school programs on a first come, first serve basis. We always book an indoor space, but groups are welcome to eat outside. Self-guide groups may use our lunch space if no guided groups are scheduled. During peak times, lunch must be 45 minutes, unless it is at the end of the school's visit. Students may also browse the Gift Shop when finished with lunch.

Q: Does Roberson allow birthday parties or private parties?

A: Both birthday and private party scheduling should be discussed with the Rentals Coordinator (607-772-0660 Ext. 211) as pricing varies. If the planetarium or other educational programming is desired, please contact the Scheduling Coordinator.

Q: Do you offer any discounts for visits?

A: No. Since most groups scheduling programs are non-profit, we cannot offer discounts as we are also a non-profit.