

Howard B. Owens Science Center Field Trips Teacher/Schools Q & A

1. How do I know what programs are available?

When you access our [website](#), on the main page click programs. There are links to each quarter and the offered programs.

2. Do AP Classes register?

Yes! AP Classes do need to register using the registration form on our website.

3. I am a private school or not part of PGcps. Can I still visit the Science Center?

Yes! We often have classes visit from private school, homeschool groups, or other school districts. You can complete a registration form in the same method on our website (there is a place for "other"), or contact us directly at howardb.owens@pgcps.org or 301-918-8750. Please note: Non-PGCPS students have a cost associated with their visit. Please consult our pricing chart on our [website](#) for more information.

4. How do I register for programs?

Decide which program you would like to attend. Then, access our [website](#) and choose the quarter registration on the left of the page. A Google Form will open and you will need to fill it out in its entirety. Once complete, press submit. Your form will be sent to us at HBOSC and we will contact you soon. Please note- we will select a date and time for you based on both program and transportation's availability.

5. What information do I need to complete the registration form?

In order to fill out the registration Google Form, you will need to know:

The program you wish to attend, the number of students who will be attending, school start time, if multiple classes will be attending (example all four classes in third grade), the contact information for all teachers that will be attending (this is who will get the confirmation letter when dates and times are approved), and **your school's budget strand for transportation**. Please also know if you would like to attend with another grade level from your school to cut down on bus costs, there is a place on the registration for this information.

6. What happens after I submit the registration form?

Once you submit your registration, it is sent to our scheduler here at HBOSC. Our schedule is reviewed and based on program availability and your school start time, a date and time are selected. We then send this information to transportation for approval. If approved, we send a confirmation letter to the contact information provided on the registration form.

7. Do I need to complete a field trip packet?

HBOSC is covered under Administrative Procedure 6153 ([find out more about this here](#)). Although you do not need to submit a field trip packet for approval in the traditional way,

your school procedures may vary. A permission slip and money collection (for transportation) are typically still necessary. Please note- it is the responsibility of the field trip coordinator (whoever is filling out the registration form) to inform the office and administration of the school attending about the trip.

8. Do I need to contact transportation to arrange a bus?

No. Once you have completed the online registration, our scheduler chooses a date and time based on availability. We then send this to transportation for approval. Once approved, we share the confirmation letter with the contact information noted on the registration form.

9. How far in advance do I need to register?

The sooner the better! It takes a minimum of two weeks to process your request through the scheduling office and transportation. This ensures there are dates available for the program you wish to select, and time for us to communicate with transportation. A larger time frame also ensures you have time to collect any money for transportation that may be needed and collect permission slips.

10. Can I attend more than one program in a year?

Yes! We'd love to see you again. Programs are filled on a first-come basis, so keep a look out for quarter registrations to open up on our [website](#).

11. Is there any cost?

Yes, starting in the 2010-2011 school year, schools must pay for the buses at the going transportation rate of \$70.35/hour and calculate the total cost based on the number of hours they will need the bus. The programs are still free of charge for PGCPs students. Please note: Non-PGCPs students have a program cost associated with their visit. Please consult our pricing chart for more information.

12. How can I help lessen the cost?

A great suggestion is to work with another grade level in your building to attend the Science Center on the same day and fill a bus completely with students, therefore cutting down the cost per student. When you fill out the registration form, please indicate that you would like to share a bus with another grade level. Please note this is only an option if the same dates and times are available for both sets of programs.

13. Do my students need to bring their lunches?

Our two and three hour programs **do not** allow time for lunch. Have students eat before or after they attend. Typically, our four hours programs have time set aside for lunch. Please review the program information on our [website](#) or contact the outreach teacher in charge of the program for more information. Please note we have NO lunch facilities on site, students usually eat in the classroom in which the program is being conducted.

14. How is transportation arranged?

The Science Center arranges a bus with the bus lot once registration is complete and a date is selected.

15. Do I need field trip permission slips?

Yes. Follow school procedures for obtaining guardian permission for leaving the school premises.

16. Do I need chaperones?

They are always welcome but not required with a normal class size.

17. Can siblings attend the program?

No. Only students in the class who are scheduled for the field trip may attend the program. Chaperones must provide alternative arrangements for other siblings, not in the class.

18. Is there a souvenir shop?

No. We do not have a souvenir or gift shop.

19. Where do we go when we get to the Science Center?

The bus is supposed to drop attending classes off in the back. The class enters through the back doors and wait in the back hallway. A staff member will meet the class. If you are dropped off out front, follow the yellow line painted on the sidewalk around the side of the building, so that your students can enter through the back doors. Students exit the building through the front of the building.

20. What if I need to cancel a program (either after I have submitted the registration form OR after I have received a confirmation letter)?

We understand that schedules can change. It is the responsibility of the contact who filled out the registration form to cancel at least 24 hours in advance. We suggest emailing HBOSC directly at howardb.owens@pgcps.org or calling us at 301-918-8750 as soon as you know there may be a conflict. Please ensure you talk to or get a response from someone before you assume your trip is canceled. If you do not cancel within 24 hours or we are not aware of a need for cancelling, the school may be charged for transportation.

Have an additional question that is not listed on here? Contact us directly using the information below, or contact the outreach teacher in charge of the program you are interested in.

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301-918-8750