

Before Your Mobile Science Laboratory Visit:

IMPORTANT: To ensure the best possible experience, the Mobile Lab requires that you share the following important items with **ALL** participating teachers *as well as school administration*. Your signature indicates these items have been discussed. If you have questions please contact Angel Edmond at 708 449 4334 or at edmond@illinois.edu.

- 1. The Mobile Laboratory will arrive approximately *one hour* before the first scheduled lesson.** The Mobile Science Lab will stay at each school for the arranged period of time. Set-up will be prepared for 2-4 sessions of 11 students, or 22-44 students. Please note that we *require 24 hour* notice if you need to cancel a session. The site contact is responsible for escorting students to/from the vehicle.
- 2. It is the responsibility of the site contact to collect safety contracts and photo/video releases.** Please note that students will NOT be allowed on the Mobile Science Lab without signed safety forms – parental signature is required. In addition the teacher or another person in authority will need to remain on the lab with the class.
- 3. Please indicate on the map exactly where the Mobile Lab should be parked.** We will require a spot that can accommodate a 34 foot vehicle for several hours. In the event of inclement weather, please make sure that a clear walkway to the vehicle is provided. Please provide the class list and map at least one week before a session. It should be faxed to the University of Illinois Extension at **708-492-1805**.
- 4. It is very important to be prompt; the class must ARRIVE at the Mobile Lab at the scheduled time.** Many of the labs take a full 45 to 90 minutes to perform, and we also must allow time for orientation and surveys. We reserve the right to modify or cancel a class that comes late to the mobile lab. If a student comes late and misses directions they can watch but may not be able to participate in the lesson.
- 5. Please discuss expected behavior onboard the Mobile Science Lab with your class ahead of time.** All students will be expected to behave maturely and treat one another as well as the University of Illinois Extension Educator with respect. Failure to do so **WILL** result in removal from the lesson on the lab.

I understand all of these items and have communicated them to all of the other teachers who will be participating in the University of Illinois Extension Mobile Science Laboratory, as well as school administration.

Signature of Primary Contact, Title, Date