

Dear Fantastic Fridays Frequent Flyers:

Welcome to the 2016-2017 Season of Fantastic Fridays!

We're very happy and excited to be able to offer our program again for this school year. Thanks to the kindness and generosity of the entire Biological and Physical Sciences department faculty, we have funding to continue the program. We hope to see all our old friends during this school year, and make some new friends in the Columbus State Community College service area as well.

If you visited last year, you are already familiar with our basic registration process. We'd like to start getting our schedule together right away so we can host as many kids as possible. First, we ask you to review the rules of the program:

1) DISCIPLINE FIRST. Choose only the students who are fully able to take advantage of the program AND *If you have problem students, leave them at school.* This cannot be stressed too forcefully or too often. You and your other students won't be able to enjoy your visit if another student chooses to act out. Children who won't listen and pay attention could get hurt in our labs. Further, we are college professors and student professors, not disciplinarians. It is **not** our job to monitor your children's behavior. That responsibility lies with teachers, chaperones and parents. It is nearly impossible to find faculty who will work with problem groups. Several professors have already quit the program altogether after having to deal with a group of misbehaving students. One last caution—before you make the choice to leave a student behind, *please make sure that you have administrative support for your decision!*

Our experience has shown that the most successful groups are the ones that:

- bring only those students who are willing to participate, and whose behavior is consistently excellent
- invite teachers and chaperones who sit down and do the activities with the students!
- are accompanied by upper-level administrators such as a principal or vice-principal

2) CHECK YOUR DATES. The criteria for selection remains first come, first served. In case of a tie, the leader with the longest record of perfect attendance will receive first selection. **Check your dates first!** Every year there are several groups that cancel at the last minute. Leaders who make a reservation, only to cancel later, will be pushed back in the rotation of date selection. **Remember that you prevent other teachers from claiming dates if you take dates you can't use.** Make sure you have the approval of principals and have bus transportation before you ask to reserve a date. Watch for conflicts with the other programs in which your students will participate: mock trial, Power of the Pen, Math Counts, OSU activities, art/music camps, etc. Checking standardized testing dates is **imperative** if your district is Columbus City Schools.

PLEASE NOTE: We have select sessions available on select Monday and Wednesdays during finals week. These are reserved for small groups of 20 students or fewer. If you have a special select group of students, or if you're a homeschool group, please plan to take advantage of this option.

1) SHARING. Teachers (especially those in the Columbus City Schools) should remember that colleagues can be teamed with your group, as long as both teachers utilize the same 3 sessions. Plan to arrive and leave at the same time. It is also very helpful if all children have the same lunch option. Please consider sharing dates so that more kids can access our program. We've been very successful doing this in the past. We will make every attempt to ensure that your kids will all be grouped in the same classroom(s) throughout your visit.

3) SCHEDULING. All visits will begin at 9:30 and end at 12:30. Of course, we encourage groups to stay and eat lunch in the cafeteria—that's part of the college experience! So the schedule will be as follows:

9:00-9:30	Arrival on campus; gather in Nestor Hall, have snack
9:30-10:30	Activity 1
10:30-11:30	Activity 2
11:30-12:30	Activity 3
12:30—Departure	Students and teachers relax and enjoy lunch together.

Each session will last approximately one hour, including cleanup.

We want each group to begin their day with a high protein or fiber snack before the day begins. Please plan to bring the snack with you so the students can have it before they begin. We have had problems with students who become very inattentive when that last session comes around. Many of you have told us that their lunch hour is as early as 10:30—no wonder that they're hungry by 11:30! Good options: cheese sticks, fruit, high fiber granola bars or crackers. No refined sugar, please. If this poses a problem—please contact Sue Longenbaker slongenb@csc.edu for help!

4) GROUP SIZE. It is extremely important that the number of students you list on your reservation request is as close as possible to the number that actually comes. Our labs hold 24 students MAXIMUM. Groups larger than 24 must be divided into 2 smaller groups. We must then hire additional professors for your 2 groups.

Thus, you cannot reserve for 24 students, and bring 30 students at the last minute. We won't have enough professors. Likewise, if you make a reservation for 30 students and bring only 10, we'll have hired 2 professors when we only needed one. Please, don't make these sorts of last-minute changes; let us know 5-7 days in advance if your group number changes significantly (it's okay to be off by 2-3 kids, so long as the number in a group doesn't exceed 24).

5) CHAPERONES. Leaders who do not bring sufficient chaperones will not be invited back. We recommend 1 chaperone per 4-5 students, and ask that the chaperone not be a sibling. This is essential both for discipline *and* for safety. Chaperones are asked to be respectful and attentive to the professor, **AND** participate in the labs whenever possible. Chaperones must also wear gloves and/or safety goggles when directed to do so by the professor who is leading the activity. Teachers: please remind your chaperones that we expect the chaperones to set a good example for their students. One more note: **Cell phones are NEVER allowed in the labs.**

6) LUNCH. As before, there are 3 options for you and your group to eat lunch during your visit.

- You can bring sack lunches, which must be stored in coolers until lunchtime. No food or drinks of any kind are allowed in the laboratories.
- You and your students can purchase lunch in the CSCC cafeteria. There is also a food truck found outside Delaware Hall, which offers Tex-Mex selections (tacos, burritos, etc.) This is always a popular option, though it is definitely time-consuming for all students to purchase lunch.
- Pizza lunch—pizza, pop and cookies. You can order directly through the CSCC catering company, if you would like the pizza lunch.

If you're part of a team of schools, it definitely helps if everyone eats the same kind of lunch!

7) CLEAN UP. Cleaning up after each lab, as well as after lunch, **IS** the responsibility of the students. Teachers and chaperones are to supervise and check to make sure the lab and lunch areas are

completely tidy before students leave. We receive complaints if this chore is left to Columbus State staff.

- 8) SAY THANKS.** Many of you have been kind enough to send thank you notes written by the children after their visit. Take the time to learn the names of the professors who work with your students, and thank these folks for the gift of their time. It takes a village to raise a child, as the proverb goes. Let's make sure we teach our children good manners, and let CSCC professors know how much their work is appreciated. Your responses can be in the form of written notes, drawings, powerpoint presentations, videos—you name it.

Now make your reservation! Please download the reservation form attachment as a word document, and fill it out completely. Please make sure that you initial the reservation request form to confirm that you have read and understand our policies. Then, save your changes on the form, and email it back to Sue Longenbaker as an attachment: slongenb@csc.edu You can scan and send Sue the form as a .jpg file if you prefer. Or—just print out the registration form, and send it the old-fashioned way—SNAIL MAIL!

To avoid confusion: please fill out a *separate registration form* for every grade and every requested visit date (i.e., if you want to bring the 7th graders and the 8th graders in two separate sessions, send two separate registration forms). If you're part of a multi-school team, each separate school in the team needs to fill out its own sheet. Then, please list all team members on each and every form. This may seem like a lot of paper, but it sure helps us to keep everything straight.

Thanks! If you have any questions about the program policies, please do not hesitate to contact Sue Longenbaker at slongenb@csc.edu

We look forward to seeing you and your great kids. Thanks again, as always, for making our program successful.

The Fantastic Fridays Team:

Dr. Cheryl Vaughn

Dr. Mike Squires

Professor Sue Longenbaker

Choose Ohio First Student Professors

Faculty and Staff of the Biological and Physical Sciences Department at Columbus State Community College