



Challenger Learning Center New Mexico

Dear Mission Leader,

Thank you for scheduling your students for a mission at the Challenger Learning Center New Mexico during the 2009-2010 school year. Their mission will be intensive, educational and exciting. It's an interactive experience they will never forget! In this mission preparation packet you will find the following forms:

School Mission Confirmation and Reservation/Cancellation Policy Please read this form carefully and contact us immediately if there are any discrepancies in your reservation information.

Invoice for Balance Due

Mission Preparation Checklist Use the Mission Preparation Checklist to check off the preparations for your mission as you do them. They should be all checked off by the morning of your mission.

Teacher/Chaperone Information Read through the Teacher/Chaperone Information. This contains basic information regarding directions, parking, and rules of conduct in the CLCNM.

Media Release Form Completed forms must be brought with you the day of your mission. They will be discussed at your Mission Preparation workshop.

Emergency Information Completed form should be returned as soon as possible.

If you have not already done so, please call the Challenger Learning Center to schedule a date for your Mission Preparation Workshop. Training must be completed at least 4-8 weeks prior to your mission date. No mission will be flown if the teacher has not been trained.

Finally, student preparation is most important. We recommend a minimum of eighteen class periods spent on mission-related activities prior to your visit. This preparation will pay off on mission day. Not only will your students get the most out of their experience, but also the enthusiasm generated for math, science and learning will spill over into the rest of their school work.

See you on your mission date! Launch countdown has begun: 10,9,8,7.....

Sincerely,

Julie Muffler
Center Director
Challenger Learning Center



Challenger Learning Center New Mexico

School Mission Confirmation

Your Mission: Rendezvous With A Comet™

Teacher Preparation Workshop Date:

Bring your lunch. Trainings are held at the Challenger Learning Center New Mexico, located at the Unser Discovery Campus, 1776 Montañó Blvd. NW, Los Ranchos de Albuquerque, NM 87107.

Date:

Mission Time:

Lunch Pad (Weather Permitting): **YES or NO**

School:

Address:

Contact Person:

Phone:

Teacher:

Grade Level:

*Please review all above information.
If you have questions or wish to make changes please contact:
DianeUczekaj, Business Development Manager, Schedules
505.248.1776 (office); 505.314.3065 (mobile); 505.345.6397 (fax)*

Reservation Policy

A deposit of \$100.00 is required to reserve each student mission and must be received prior to your workshop date. This deposit is non-refundable. The balance due on a student mission must be received two weeks before the mission date.

Cancellation Policy

Cancellations must be received at least two weeks prior to the mission. A refund, less the \$100 non-refundable deposit, will be given. There will be no refunds for cancellations less than two weeks prior to the mission. Rescheduling requests will be permitted on a space-available basis.



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Mission Preparation Checklist

In the weeks preceding your mission, please make sure that you do the following:

1. _____ Schedule yourself for a Mission Preparation Workshop. (The cost of this workshop is included in your mission fee).
2. _____ Attend Mission Preparation Workshop. This is required by the Challenger Learning Center for every mission leader. The materials you need to prepare your students will be handed out and explained in this workshop.
3. _____ Complete mission preparation lessons with your students as determined during the mission preparation workshop.
4. _____ Assign your students to their teams using the materials supplied in your Activity Book.
5. _____ Complete the Crew Manifest sheet provided at the Mission Preparation Workshop. Team members should be equally divided into Group A and B Columns.
6. _____ Confirm your transportation arrangements. (Directions are enclosed to distribute to parents/drivers).
7. _____ Return the completed Emergency Information Sheet to the Challenger Learning Center.
8. _____ **Be sure payment has been made in full two weeks prior to mission date.**
9. _____ Copy and complete mission certificates for each student.
10. _____ Have students design mission patch in accordance with the directions given during the Mission Preparation Workshop.

On Mission Day:

Please bring the following materials with you on the day of your mission:

- _____ Your School Mission Confirmation (enclosed)
- _____ Your completed Crew Manifest & 3 copies
- _____ Completed mission certificates for each student
- _____ Mission patch designed by your students
- _____ Signed and dated Media/Liability Release forms for each student
- _____ Copies of the map and directions for your driver(s)



Challenger Learning Center New Mexico

_____An excited crew of Mission Specialists!

Teacher/Chaperone Information

Driving Directions: From I-25, take Exit 228 (Montgomery/Montaño Rd. NE). Travel west approximately 4 miles. On the south (left) side of Montaño NW (directional name change at Edith) look for black checkered flags. Turn south onto the Unser Discovery Campus. Challenger Learning Center New Mexico is on the west side of the Campus, look for the stainless steel sculpture.

Arrival Information

Plan to arrive at the CLCNM 15 minutes before scheduled mission time. Leaders should meet CLCNM staff at front doors to accompany the class to the CLCNM.

Rules of Conduct/Mission Procedures (for students and teachers/chaperones)

- **Please make sure students do not bring gum, candy or drinks into the Challenger Learning Center New Mexico.**
- Students will be asked not to wear hats except for medical or religious reasons.
- We ask that teachers/chaperones not solve obvious problems for the students; problem solving is an important part of their mission.
- There is ample space for everyone to observe from our briefing room and outside Mission Control. We restrict the number of chaperones who choose to visit the space station to two at a time so that students are not distracted and so that the floor space remains clear.



Challenger Learning Center New Mexico

MISSION SIMULATION MEDIA / LIABILITY RELEASE FORMS

I, _____, hereby give permission for my
(Parent, guardian, or self - please print)

daughter/son/ward/self, _____
(Print full name)

to appear in promotional photos, films, videos, web site or other media sponsored by the Challenger Learning Center New Mexico to be taken at the CLCNM and other locations at the Unser Discovery Center. I understand that participation in this event is purely voluntary and without compensation, and that all material and images from this photo/film/video session(s) or other media will be owned solely by the Challenger Learning Center New Mexico. I hereby give permission to CLCNM to use, display, license, sell, publish, etc. the images taken of me/my child for all purposes, including those of advertising and trade for CLCNM.

Signature (parent, guardian, or self)

Date

I release the Challenger Learning Center New Mexico from any and all liability for property, damage, theft, or personal injury to my child/ward/self during or by reason of this activity. I authorize those in charge to furnish emergency treatment during this activity for my child for which I will be responsible.

Signature (parent, guardian or self)

Date



Challenger Learning Center New Mexico

EDUCATOR EMERGENCY CONTACT INFORMATION

In the event that the Challenger Learning Center New Mexico must contact you after hours, we need the following information:

Name of School: _____

Contact Person: _____

Home Phone Number: _____

Please complete and return this form as soon as possible to:

**The Challenger Learning Center New Mexico
ATTN: Business Development Manager
Fax 505.345.6397**