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## MEMO

To: All Teachers Visiting the Planetarium

From: Christopher Leece

Re: Planetarium Pre-Visit Information

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Due to liability concerns, it is **required** that another adult, preferably the classroom teacher, be present inside the Planetarium Dome during each lesson. Please refrain from cell phone use during the presentation. This not only enhances the educational experience of the students, it also provides a safer and friendlier environment. We prefer that the Teacher and the Planetarium Specialist act as partners, making each lesson a unique experience and relevant to the classes' approach to the topic.

We appreciate that most teachers already follow this procedure. Teachers with difficulties preventing them from entering the dome need to make special arrangements for another adult to take their place (i.e. another teacher, an aide or a parent). Your school will be happy to provide a chair for those who need one.

Also you may wear shoes in the planetarium. Please make sure that your shoes are clean and free of mud etc. This allows us to provide a cleaner environment and prolong the life of the plastic dome. Please have the floor swept before the dome is brought in. We request that students do not bring such things as gum, candy, pencils or *laser pointers* into the dome. If required, the Planetarium Specialist will provide the following materials: paper, pencils, writing boards and flashlights.

We thank you for your continued cooperation in making this an exciting, educationally productive experience for everyone. We look forward to having fun working with you and your students this year!

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