# Elementary cience rogram

Guide for Services 2020-2021

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#### What is ESP?

The Elementary Science Program (ESP) of the Monroe 2–Orleans BOCES provides a hands-on, interdisciplinary curriculum that engages students in "doing" science. It is a balanced content and process focused curriculum committed to providing students with concrete experiences that promote depth of understanding and science literacy.

Using the Elementary Science Program units, students learn to think, talk, and act scientifically. The inquiry process and problem solving is emphasized throughout the curriculum. Students are consistently building on their current knowledge, asking questions, conducting investigations, and asking more questions – like true scientists! The meaningful, hands-on activities with student processing of ideas in the ESP science units allow all students to use their hard-wired and learned processes to build meaning.

The ESP curriculum emphasizes the following inquiry, process and STEM skills:

- Classifying
- Communicating
- Comparing and contrasting
- Creating models
- Gathering and organizing data
- Generalizing
- Identifying variables

- Inferring
- Interpreting data
- Making decisions
- Manipulating materials

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**ESP Guide for Services** 

Overview

- Measuring
- Observing
- Predicting

#### **New York State Learning Standards Correlation**

The goal of the ESP is to support teachers in meeting the educational goals established by the New York State Department of Education. The educators at the ESP are in the process of realigning curriculum to the New York State Science Learning Standards (NYSSLS). Additional emphasis on STEM activities is being added to existing resource units, and new units are being developed. School districts contracting with the ESP can rest assured that we will remain at the forefront of any changes that occur during this transition period. Correlations are also made, when appropriate, to the Next Generation Standards in English Language Arts and Mathematics.

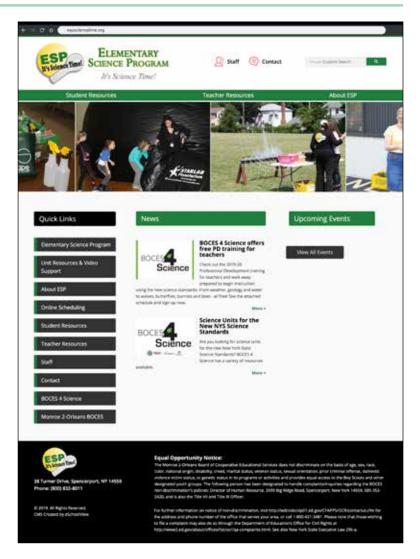
# Overview

#### **Teacher Support**

In addition to providing the resources for the classroom, the professional development and on-going support provided by the ESP is a vital part of the program. Support for teachers is also provided through our website (www. espsciencetime.org), online streaming videos, the ESP Facebook page, the ESP listserv, and over the phone. Our staff will also accommodate your school's professional development needs in the area of science instruction.

The Elementary Science Program is committed to help teachers and students engage in science instruction. The curriculum and materials provided through our program allow students to perform activities and pursue ideas and investigations on their own initiative while the teacher provides individual attention and direction.

Units of study are designed by administrators and teachers at the ESP who are certified and experienced in teaching science to students at a variety of grade levels. It is an integrated curriculum



that incorporates New York State Science core content with English language arts, math, social studies, and fine arts core content.

Science kits are manufactured and refurbished at the ESP.

All units include the hands-on materials for an entire class of students.

- Regular kits are for thirty (30) students.
- Mini kits are for fifteen (15) students

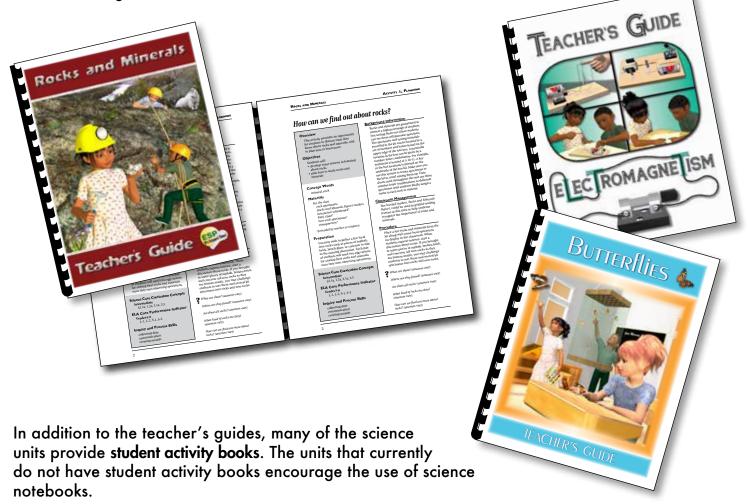




The teacher's guide in each unit provides a wealth of information and guidance for the teacher.

These guides include...

- background information for the teacher on the topic of study
- materials lists
- guidance for preparation of each lesson
- classroom management ideas
- detailed procedures for each lesson
- suggestions for assessment, including when to administer the assessments provided with the unit
- indicators of suggested times to use the leveled readers throughout the unit
- extension ideas for your classroom
- correlations to the Common Core State Standards and the New York State Science Learning Standards



# Overview

#### How to Participate in ESP Services

The Monroe 2–Orleans BOCES Elementary Science Program has helped school districts share curricular resources, materials, costs, and services for elementary science since 1972. The core of the ESP's service is the recycling of science materials. Science units are developed and manufactured at ESP. Kits are shipped to classrooms, used for instruction, returned to ESP, cleaned, stored, and shipped out to other classrooms. This process keeps the costs down for districts and decreases waste.

For districts outside of Monroe 2-Orleans BOCES, science units are leased through your BOCES by using the regular cross-contracting procedure. After a budget is established, science units are scheduled for specific dates of use. Teachers are encouraged to participate in in-service training or professional development prior to using these materials. For more information about ESP's professional development, see page 8.

Services secured by cross-contracts through BOCES may be eligible for BOCES aid. To initiate a cross-contract for services, your BOCES District Superintendent should send a written request to:

District Superintendent Monroe 2–Orleans BOCES 3599 Big Ridge Road Spencerport, New York 14559

Private schools may contract directly with this BOCES for services. Private schools are not eligible for BOCES aid.

For further information about the ESP, please contact the ESP at 585-352-1140 or (800)-832-8011.







#### Services Available in Your Area

#### **Professional Staff**

A staff of four professional science educators spends 100% of its time working on activities, methods and materials to improve the instruction of elementary science.

#### **Professional Development**

Many opportunities for science professional development are available. For further information see page 8.

#### Curriculum and Alignment

The ESP staff will meet with teachers, administrators, boards of education or parents to provide information about the ESP and science education in New York State. The ESP educators can work with curriculum committees to review, evaluate, or develop your science program.

#### State Assessments

The ESP is a New York State Education Department approved supplier for Performance Test materials for the Elementary-Level Science Test (ELS – Grade 4) and the Intermediate-Level Science Test (ILS – Grade 8). Training to administer, rate, and analyze data from these tests is also available from the ESP.

#### Hotline

Many times we can answer your questions or solve problems for teachers and administrators over the telephone. Call (585) 352-1140 or (800) 832-8011.

#### Website

The ESP website contains helpful links for students and teachers. See page 9 for more information.

#### **Classroom Lessons**

Demonstration lessons on any ESP unit are available upon request. The ESP educators can bring the STARLAB portable planetarium or a video microscope to classrooms in the Rochester area. Contact the ESP for more information.



# **Professional Development**

#### Training is FREE to districts that lease ESP science units.

Teachers that have attended ESP workshops report that they are much better prepared to provide science content, scientific inquiry and hands on instruction in their classrooms. The ESP educators are available to help you train your teachers.

#### **Unit Video Support**

Training on revised units is available online (videostreaming) at the ESP website. The ESP educators present workshops for teachers to watch and listen to from the comfort of their homes or classrooms. In addition, sample Guided Reading lessons by a BOCES 2 Reading Specialist provide teachers with a model for the use of the Leveled readers.

#### **Distance Learning Technology**

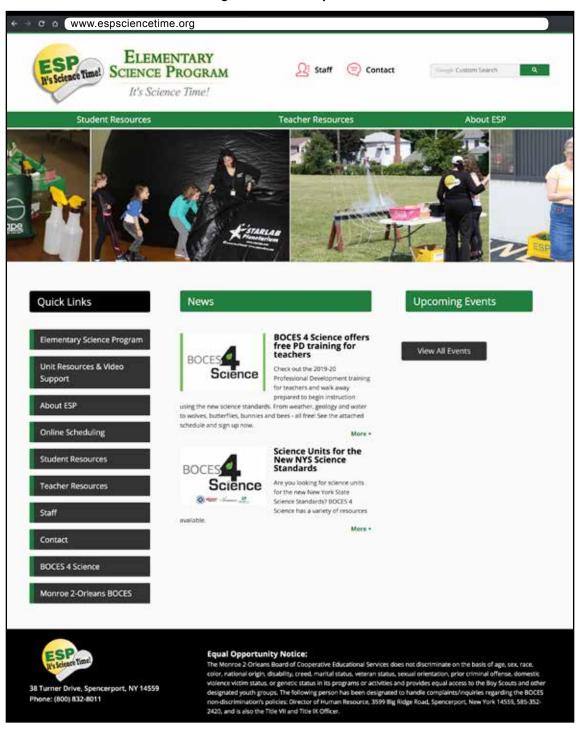
ESP educators will work with your district to use distance learning technology to provide a training session for teachers.





#### www.espsciencetime.org

The ESP website is home to a wide variety of teacher, student and parent resources. There are unit specific resources including videos for teacher training, seasonal invitations to inquiry, annotated links, tips for ELA and science, measuring tasks, descriptions of the ESP units and more.



Online scheduling is available. Please contact the ESP for further information.

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# Kits Available

# By Grade Level

### Preschool

Waterplay	•	•	•	19
Kindergarten Classroom Plants				13
Senses				18
Sunshine, Shadows and Silhouettes.				

#### Grade 1

Earthworms					•	14
From Seed to Plant.					•	15
Properties					•	17

#### Grade 2

Eggs to Toads		•	•				•		•	•		14
Interactions .	•	•	•		•	•	•	•	•	•	•	15
Measuring		•				•			•		•	16

#### Grade 3

Buoyancy								12
Butterflies								13
Pollination								
Sky Calendar								
Structures								
Systems and Si								

### Grade 4

Birds and their A	d	ap	otc	itic	on	S				•	12
Crayfish											
Design Technolo											
<b>Electrical Circuits</b>											
Magnets											
Mystery Matter											

### Grade 5

Electromagnetism .						•				15
Plant Responses			•			•			•	16
Rocks and Minerals	•	•	•	•	•	•	•	•	•	18

# Intermediate (Grades 5 - 8)

Astronomy			•						•	12
<b>Ecosystems and Habitats</b>			•							14
Renewable Energy	•	•	•	•	•	•	•	•	•	17



# Kits Available

# **By Alphabetical Order**

Astronomy	•	•	12
Birds and their Adaptations		•	12
Buoyancy			12
Butterflies			
Classroom Plants			13
Crayfish			
Design Technology-Wheels	•	•	13
Earthworms			14
Ecosystems and Habitats	• •		. 14
Eggs to Toads			
Electrical Circuits.			
Electromagnetism			
From Seed to Plant	•	•	15
Interactions			15

Magnets Measuring Mystery Matter	•	•	•	•	•	•	•	•	•	•	•	•	•	16
Plant Responses Pollination Properties	•	•	•	•	•	•	•		•	•	•	•	•	17
Renewable Ener Rocks and Mine														
Senses Sky Calendar . Structures Sunshine, Shado Systems and Sim		s,	ar	nd	Si	ilh	סו		tte		• • •		• •	18 18 19
Waterplay	•	•	•	•	•	•	•		•	•	•	•	•	19





### Astronomy

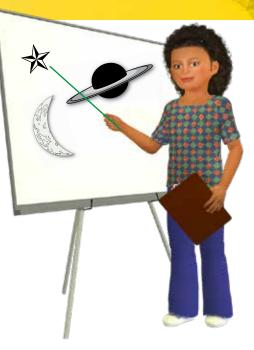
Students observe the sky with telescopes and use models to understand basic astronomy concepts and to develop observation skills. Correlates with Key Idea 1 of the Physical Setting portion of the NYS Intermediate Science Core. *Leveled Readers included*. Suggested Length: 6 weeks

Suggested Grade Level: Intermediate (5-8)



# Birds and their Adaptations

Students observe birds in the wild to learn about their physical and behavioral adaptations. Students consider the different habitats in which birds are found, and how birds are adapted to these habitats. Students dissect owl pellets to learn about food chains, food webs and the interdependence of different organisms on each other within an ecosystem. This unit addresses the concepts of survival through animal structures, behavior and interdependence that are expressed in Key Ideas 3, 5 and 6 in the Living Environment portion of the NYS Elementary Science Core. *Leveled Readers included*. Suggested Length: 10 weeks Suggested Grade Level: 4



### Buoyancy

Students investigate the concepts of volume and density, and explore other properties that affect whether a material will sink or float. Includes opportunity for inquiry as well as development of Physical Setting concepts. Strong correlation to Mathematics, English Language Arts and some Social Studies content. *Leveled Readers included.* Suggested Length: 4 weeks Suggested Grade Level: 3

### **Butterflies**

Students observe the biological process of metamorphosis and learn to care for and feed butterflies. Includes excellent opportunities for inquiry and engineering design as well as correlation with Mathematics and Language Arts. *Leveled Readers included*. Suggested Length: 10 weeks Suggested Grade Level: 3

# **Classroom Plants**

Students plant, grow and care for common plants. Can be used as a year long basis for science, mathematics and language arts skill development. *Leveled Readers included.* 

Suggested Length: **34 weeks** Suggested Grade Level: K



# Crayfish

Students practice humane treatment of animals while they learn about the structure and behavior of crayfish by observing respiration, reaction to stimuli, feeding habits and territorial behavior. Includes exploration of acquired and inherited traits. Culminates in inquiry as students design experiments to answer their own questions. Strong language arts component. Available fall only. *Leveled Readers included.* 

Suggested Length: 13 weeks Suggested Grade Level: 4

# Design Technology-Wheels

Students will research, plan, construct, test and evaluate models of their own design. Models will be built to scale from drawings made on centimeter grid sheets. Major focus on MST Standards 1 and 5, Technology and Engineering Design. Suggested Length: 6 weeks

Suggested Grade Level: 4



#### Earthworms

Students learn about the characteristics and needs of animals, especially the earthworm. Emphasis on structure, function, and role as a decomposer. Scientific inquiry is modeled and experienced. Correlates to NYS Elementary Science Core and Standard 1 and Standard 4, Living Environment. Not available December -February. Leveled Readers included.

Suggested Length: 12 weeks Suggested Grade Level: 1





### **Ecosystems and Habitats**

Students explore the biomes, ecosystems and habitats of their local areas in New York State. The concepts of community and populations are emphasized through exploration of energy flow, food chains/food webs, ecosystem cycles, (water, carbon-oxygen, nutrient), photosynthesis and decomposition. Students develop a sense of stewardship and an understanding of the human impact on the environment. Correlates to the NYS Intermediate Core Standard 4 - The Living Environment, Key Ideas 6 and 7. Suggested Length: 5 weeks

Suggested Grade Levels: Intermediate (5-8)

### Eggs to Toads

Students raise toads from eggs, provide care for tadpoles and observe and record their growth. Emphasis is placed on physical and behavioral adaptations which enable amphibians to change environments as they mature. *Available spring only.* Suggested Length: 10 weeks

Suggested Grade Level: 2

### **Electrical Circuits**

Students construct and test simple circuits. Investigations include series and parallel circuits, conductors, resistance and how to make a fuse. Energy transformations and properties of matter are the NYS Elementary Science Core Key Ideas central to this unit. *Leveled Readers included.* 

Suggested Length: 9 weeks Suggested Grade Level: 4

#### Electromagnetism

Students will use magnets and electromagnets to investigate the relationship between electricity and magnetism. Students will construct various devices using electromagnets including a buzzer and a large motor. Mathematics, English language arts and social studies content and skills are integral to the unit. Leveled Readers included.

Suggested Length: 10 weeks Suggested Grade Level: 5

### From Seed to Plant

Students classify seeds by properties, plant seeds, and learn about plant needs and structure by caring for plants and recording their growth. Strong use of Mathematics and English Language Arts skills. *Leveled Readers included*.

Suggested Length: 15 weeks Suggested Grade Level: 1

#### Interactions

Students observe the chemical and physical interaction of objects, providing concrete experiences with examples of NYS Elementary Science Core Physical Setting Key Ideas 4 and 5, Interaction of Energy and Matter.

Suggested Length: 6 weeks Suggested Grade Level: 2







### Magnets

Students explore the properties of magnets and magnetic materials. Inquiry is emphasized as students devise their own procedures for making magnets and testing the strength of magnets. Correlates to the NYS Elementary Science Core Physical Setting Key Idea 5. Leveled Readers included.

Suggested Length: **4 weeks** Suggested Grade Level: **4** 



Students use nonstandard and standard units of measurement to compare objects. The properties of length, temperature, volume and mass are investigated. Major emphasis on Mathematics skills and English Language Arts. *Leveled Readers included*. Suggested Length: 10 weeks Suggested Grade Level: 2

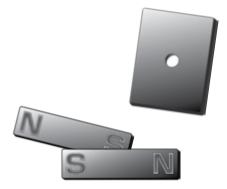


Students explore matter and its properties. They also examine how energy affects the properties of matter. The properties of an unknown material are collected and used to help identify it. Process skills and scientific thinking are emphasized. Language arts skills are incorporated throughout. *Leveled Readers included*. Suggested Length: 8 weeks Suggested Grade Level: 4

### **Plant Responses**

Students study responses of seeds and seedlings to varying environmental factors such as water, light, gravity and nutrients. Focuses on NYS Elementary Science Core, Living Environment Performance Indicator 5.2.

Suggested Length: 9 weeks Suggested Grade Level: 5





### Pollination

Students grow Wisconsin Fast Plants<sup>®</sup> which go through a complete life cycle in a little over forty days. Students use dried honey bees to pollinate flowers to produce fruit. An excellent exploration of the majority of the NYS Elementary Science Core, Living Environment content.

Suggested Length: 7 weeks Suggested Grade Level: 3



### **Properties**

Students observe and describe objects by their color, shape, texture, size, weight, and whether they sink or float. Students observe that materials can exist in different forms and that solids, liquids and gases are objects. Develops fundamental science skills along with awareness that everything has properties that can be used for classification. Strong language arts skill development. Leveled Readers included.

Suggested Length: 10 weeks Suggested Grade Level: 1

### Renewable Energy

Students study different forms of energy and experiment with transforming one type of energy into another. Special emphasis is placed on how electrical energy can be generated by renewable sources such as wind and sun. Correlates strongly with Key Idea 4 of the Physical Setting portion of the NYS Intermediate Level Science core. *This unit is best taught in fall or spring.* 

Suggested Length: 5 weeks

Suggested Grade Levels: Intermediate (5-8)





### **Rocks and Minerals**

Through the use of the skills of observing, classifying and communicating, students will investigate the properties of rocks and minerals. Students will use such properties as color, luster, texture, cleavage, hardness and attraction to magnets to identify 21 different rocks and minerals. Written materials discuss fossils, plate tectonics, the structure of the Earth and the rock cycle. *Leveled Readers included*. Suggested Length: 8 weeks

Suggested Grade Level: 5



#### Senses

Students investigate and learn about the five senses. Strong correlation to grade appropriate language arts development. *Leveled Readers included*. Suggested Length: 14 weeks Suggested Grade Level: K

### Sky Calendar

Students observe the sky and use models to better understand the astronomy behind the month, the year, and the seasons. Correlates with Key Idea 1 of the Physical Setting portion of the NYS Elementary Science Core. *Leveled Readers included.* Suggested Length: 5 weeks Suggested Grade Level: 3

#### Structures

Students are challenged to design and construct structures which meet certain specifications, such as height, strength and limited use of material. Addresses content and skills from the Standards for Technology, Engineering Design and Mathematics, Measuring Strand.

Suggested Length: 6 weeks Suggested Grade Level: 3

### Sunshine, Shadows and Silhouettes

Students investigate objects as they interact with light. Many outside activities are included. *Teachers Guide only.* Suggested Length: 35 weeks

STEM Focus

Suggested Grade Level: K

### Systems and Simple Machines

Students learn that a system is a group of objects that interact. Students create a spoolmobile as their first introduction to a system. Students investigate how simple and compound machines are examples of systems. Levers, pulleys, inclined planes, screws, wheels and axles, and wedges are introduced and explored. The relationship between simple machines, forces, and work is a focus. Correlates to NYS Elementary Science Core Standard 6 and Standard 4 Physical Setting Key Ideas 4 and 5. Leveled Readers included.



Suggested Length: 10 weeks Suggested Grade Level: 3

# Waterplay

Students experience free play, curiosity and discovery through the investigation of water and its properties and forms. Suggested Length: 15 weeks Suggested Grade Level: PK





# Lease Cost

### Kit Lease Pricing – 2020-2021 school year

	<b>v</b>		
Grade	Unit Title	Regular (30 Students)	Mini (15 Students)
5-8	Astronomy	\$320.00	. \$250.00
4	Birds and their Adaptations	350.00	320.00
3	Buoyancy		
3	Butterflies	210.00	210.00
Κ	Classroom Plants		
4	Crayfish	145.00	114.00
4	Design Technology-Wheels		
1	Earthworms		
5-8	Ecosystems and Habitats	475.00	475.00
2	Eggs to Toads		
4	Electrical Circuits		
5	Electromagnetism	465.00	378.00
1	From Seed to Plant		
2	Interactions	225.00	196.00
4	Magnets	315.00	315.00
2	Measuring	200.00	187.00
4	Mystery Matter	380.00	348.00
5	Plant Responses	205.00	180.00
3	Pollination		
1	Properties	310.00	271.00
5-8	Renewable Energy	615.00	391.00
5	Rocks and Minerals	330.00	308.00
Κ	Senses		
3	Sky Calendar	250.00	208.00
3	Structures	170.00	170.00
K	Sunshine, Shadows and Silhouettes .		-
3	Systems and Simple Machines		
РК	Waterplay	100.00	100.00

**ATTENTION:** The ESP is transitioning to a latex free kit. However, this will take several years to complete. Please advise us if you need a latex free kit this year.

# **STARLAB Services**

**ESP** Guide for Services

#### **STARLAB** is available only to districts in Monroe or Orleans\* Counties

STARLAB is a portable planetarium system which can be used to create powerful, engaging models to increase student understanding of astronomy concepts. It is made up of a 10.5 foot tall, lightproof dome and a special projector.

> The dome requires a 21 by 21 foot space and can accommodate approximately 30 students at a time. The projector uses specific cylinders that allow lessons to be designed for a broad variety of topics.

#### **STARLAB Order Form**

Description	Cost	Number of Days	Total
STARLAB with ESP instructor (up to 5 lessons per day)	\$275.00 per day		
Sunshine, Shadows and Silhouettes (up to 6 lessons per day)	\$75.00 per lesson		
STARLAB with District Supplied Instructor	\$135.00 per day		
		TOTAL	

Your Name:	District
Phone Number:	Email

# Call ESP at 585-352-1140 to schedule STARLAB uses.

\* Delivery charges may apply



# POND STUDY Field Trip

Pond Lessons are available only to districts in Monroe or Orleans Counties



If you are teaching about the ecosystem of a pond in your science classroom, the teachers from the Elementary Science Program can help extend the learning outside the classroom with a Pond Study Field Trip.

ESP teachers will meet you and your students at a local pond, lead the lessons at the pond, and help students make various observations and discoveries at the pond. All tools and materials needed to collect data at the pond (air and water temperature, pH) are provided by ESP. The data is used to discuss how non-living factors have an impact on the pond. Tools are also provided for students to find macro-organisms and plant life living in the pond and observe their behaviors. The organisms found at the pond allow the ESP teachers to discuss a variety of topics that include but are not limited to: food chains/webs, structures or organisms, and life cycles.

# Pond Study Field Trip Order Form

Description	Cost	Number of Days	Total
Pond lessons with ESP teacher at a local pond (up to 5 lessons per day)	\$200.00 per day		
		TOTAL	
Your Name:	District		
one Number: Email			

# Call ESP at 585-352-1140 to schedule a Pond Study Field Trip.



# **STEM Resources**

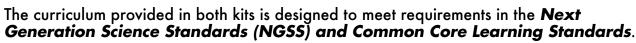
#### littleBits Kits

- littleBits are electronic components that snap together with magnets to help create complex circuits and various inventions. littleBits are for students from age 8 to 18 and beyond.
- littleBits can also turn any device into an internet-connected device. For example, build a remote controlled pet feeder or a doorbell that lets you know someone is at your door through a smartphone text.
- When receiving the littleBits Kits in your classroom, ESP provides teachers with the booklets, directions, and materials needed to create the projects in the Project Book. Plus, you will receive a Workshop Kit for initial whole class instruction with students.
- Teachers must be trained before using littleBits. Training provided by ESP in fall and spring. •

#### fischertechnik Education Kits

ESP has two fischertechnik Education Kits available for teachers to use in their classroom:

- 1. Construction Systems: Students in grades 2-4 work together to build models using instruction sheets to show how simple machines actually work. Students answer questions about their model.
- 2. Introduction to Coding: A more in-depth introduction to technology and robotics. Students in grades 3-5 construct 12 easy-to-understand models. The provided ROBO Pro software allows students to write a control program that the LT Controller understands. The controller communicates with the computer and controls the models built.



Teachers must be trained before using fischertechnik Kits. Training provided by ESP in fall and spring. littleBits & fischertechnik Örder Form

Description	Cost per Order	Number of Orders	Total
littleBits Kit Module with Space and SMART Home Kits (Various littleBits modules with additional focus on space science and inventions that can be programmed and internet connected. Arduino included.)	\$350.00 per 2 weeks		
littleBits Kit Module with Synthesizer (Various littleBits modules with additional focus on exploring the synthesizer instrument.)	\$350.00 per 2 weeks		
fischertechnik Education Kit - Construction System	\$350.00 per 2 weeks		
fischertechnik Education Kit - Introduction to Coding	\$350.00 per 2 weeks		
Cubelets	\$350.00 per 2 weeks		
		TOTAL	

Your Name: \_\_\_\_\_ District \_\_\_\_\_

Phone Number: Email





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# **STEM Resources**

The Elementary Science Program has the resources and technology you need to make STEM a focus in your classroom!

#### **ESP STEM Units**

Structures - Students are challenged to design and construct structures which meet certain specifications.

Design Technology - Students research, plan, construct, test and evaluate car chassis models of their own design.

#### Engineering Design Activities embedded into many of our units:

- Systems and Simple Machines (Gr. 3)
- Electrical Circuits (Gr. 4)
- Magnets (Gr. 4)
- Birds and their Adaptations (Gr. 4)

#### **Design Challenge Activities**—one

activity purchased for the class to create a final project based on specific criteria:

- #1 On Top of Spaghetti
- #2 Boats and Floats
- #3 Oil Spill
- #4 Straw Rockets
- #5 Solar Cooker...and more to come!

### **Enviroscapes Order Form**

# Technology on Loan to teachers for FREE with training:

- GPS units (Garmin e-trex 10)
- Bird Cams (orientation only needed)
- Digital Microscopes (150x)
- Vernier Probeware
- Enviroscapes (ESP teacher can teach the lessons for \$175.00.)

All STEM Resources are available to districts in Monroe or Orleans Counties. The Design Challenge Activities are available for purchase throughout the U.S.



Description	Cost	Number of Days	Total
Enviroscape Lesson with ESP Instructor (up to 5 lessons per day)	\$175.00 per day		
		TOTAL	
Your Name:	District		

Email

Phone Number: \_

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Call ESP at 585-352-1140 to schedule Enviroscape lessons.

**Shipping Information**\*

#### **Understanding the Shipping Fees**

#### \* Shipping charges only apply for non-courier delivery.

#### KITS

Budget for Kits (lease or purchase)	Zip Code beginning with 130XX – 149XX	Zip Code beginning with 100XX – 129XX and 150XX – 157XX
\$ 0 - 15,000	12%	13%
\$15,001 - 25,000	11%	12%
\$25,001 - 200,000	10%	11%

Examples: (1) If your budget is \$16,000, and your zip code is 13309, multiply \$16,000 by 11%. The shipping charges are \$1,760.00.

> (2) If your budget is \$8,000 and your zip code is 11901, multiply \$8,000 by 13%. The shipping charges are \$1,040.00.

If you would like the ESP to pay the cost of **returning leased kits**, you must fill in the blanks on the lease order forms with the same dollar amount as you put on shipping blank.

For additional forms, go to www.espsciencetime.org.

Photocopy the completed form and please mail or fax to:

Monroe 2–Orleans BOCES Elementary Science Program 38 Turner Drive Spencerport, NY 14559

Fax #: 585-352-1157



# Policies

### **Return Policy**

Due to the cost of shipping and restocking of items returned, all sales of kits, kit parts and publications are final. If you are uncertain about a particular item, please call the ESP at 1-800-832-8011 for additional information. We will be happy to advise you.

#### Pricing

Due to the volatility of the wholesale prices on certain items, our prices are subject to change without notice. When placing an order for large quantities of materials, please call for current pricing.

#### **Live Materials Policy**

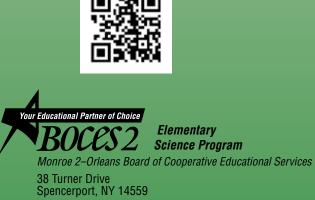
The ESP makes all attempts to package and ship live materials so that they arrive healthy. Because factors such as weather, shipping delays or improper handling are not within our control, we do not make refunds for live materials. Upon request, and when sufficient quantities allow, we will replace and reship live materials at no additional cost.

#### **Inventory Policy**

Please inventory your materials upon arrival! Any missing/damaged parts must be reported to the ESP within 2 weeks of UPS delivery date.

#### **Latex Policy**

The Elementary Science Program is continually working to identify and replace content items in our kits that potentially contain natural latex. However, because we purchase materials from many vendors, some who do not provide content material information, we are unable to claim that our kits are completely "latex free". If a latex allergay is of concern to your school or classroom, please contact us directly before ordering so that we can work together to insure the safety of your students and staff.



Spencerport, NY 14559 www.espsciencetime.org

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