



Frequently Asked Questions: Student Day

Q: How do I pay for our Student Day workshop(s)?

A: In order to finalize your reservation, full payment or a completed DOE Purchase Order must be received within 30 days of the invoice date or two weeks prior to your first program date, whichever comes first. Your date(s) on hold will be removed and your reservation will be cancelled if payment is not received by this deadline. You may pay in full using a credit card by following the link on your invoice. Checks made out to the “Center for Architecture” are also accepted and should be mailed with your invoice to Center for Architecture, K-12 Education, 536 LaGuardia Place, New York, NY 10012. We do not accept cash payments.

Q: What if we need to cancel our Student Day workshop(s)?

A: All cancellations must be received in writing at least two business days prior to the scheduled visit. To cancel or reschedule your workshop, please notify our School Programs Manager at datlas@centerforarchitecture.org. There is a \$50 cancellation fee per reservation. If notice of cancellation is not received in this timeframe, schools are responsible for full payment. If the Center for Architecture needs to cancel a program, schools will receive a full refund or the opportunity to reschedule without penalty.

Q: What if we are late?

A: If your group is running late, please notify our School Programs Manager by calling 212-358-6132 or emailing datlas@centerforarchitecture.org. If you need to leave at the originally scheduled time, our Design Educator will shorten your program accordingly to finish at the originally designated time. If you have the flexibility to stay longer and if we can accommodate this last-minute change, your group will have the opportunity to stay up to 15 additional minutes to make up for missed time.

Q: Can our class explore the Center for Architecture before or after our workshop?

A: Unfortunately, due to the shared nature of our space, we are not able to invite unaccompanied student groups to visit our exhibitions. If you are interested in arranging an exhibition program or tour for your student group please contact our School Programs Manager by calling 212-358-6132 or emailing datlas@centerforarchitecture.org.

Q: Where can we eat lunch?

A: During the reservation process, you will have the option reserve an additional 30 minutes at the end of your program for students to eat their lunch in the classroom for a \$30 fee. This option does not include food for your group.

Q: How many classes can visit at a time?

A: We can accommodate up to two classes at a time. Due to the shared nature of our space, please allow extra time to plan for and schedule a double-group visit.

Q: Can we combine smaller classes into one Student Day workshop?

A: We do not allow classes to be combined in a single Student Day workshop. If you are booking for more than one class, please list each class separately during the reservation process. If you have any questions about specific circumstances, please contact our School Programs Manager by calling 212-358-6132 or emailing datlas@centerforarchitecture.org.

Q: How many chaperones should accompany us?

A: We recommend one chaperone for every ten students. One group may not have more than six chaperones. There is no additional fee for adult chaperones. We expect that chaperones will be engaged and active participants throughout the workshop.

Q: What should my students bring?

A: It can be helpful to bring reusable bags to carry completed models home. If you are staying for lunch, students should bring their sack lunches. Otherwise, the Center for Architecture will provide all of the necessary supplies and materials for the workshop.