



Science Contacts:

Tips on Using ESP Kits

Whether this is your first year using science kits from **The Elementary Science Program**, or your twenty-first year, listed below are some tips that will help get your year off to a good start. Also, please use the [FAQ links on the FAQ page of the ESP website](#). These links will answer common questions teachers have about using our program.

- ◆ It is important to carefully **examine each teacher's kit schedule** at the start of the year. Each kit received from us during the school year will be listed. In addition, the week a teacher is scheduled to start the unit and the week the teacher is due to finish up the kit will be on the schedule.
- ◆ It is helpful to **provide each teacher a copy of their kit schedule**.
- ◆ If the **kit schedule is different from what you had planned, please contact us to correct it**. Kits can be added or removed and start dates can be changed. If teachers in the same school are teaching the same unit and they are trying to coordinate, compare their kit schedules. It is best to make scheduling changes during September; however, changes can be made all year long.
- ◆ **Please call ESP if a teacher needs an extension for a particular kit** so we can adjust accordingly.
- ◆ ESP does pay close attention to school calendars and vacations. **If your school is due to receive live materials when your school is not in session, please contact us** ahead of time to arrange an alternate date.
- ◆ Please tell each teacher that **when their kit first arrives, find the packing slip and do a physical inventory**. If there is a problem there will be time for us to ship any replacement materials to you.
- ◆ **If an item is missing from or broken in your kit, we will gladly replace it. Please contact us!**
- ◆ **You or the teachers in your district can use the Contact Us link on our website, phone, or e-mail to provide feedback** on the experiences the students had with the kits. Our goal is to provide schools and teachers with the highest quality teaching materials possible so that you can provide your students with hands-on science experiences that will help them think and problem solve like scientists.

Contact the Elementary Science Program:

Phone: 585-352-1140 or 1-800-832-8011
Website: www.espsciencetime.org