Dear Parents/Guardians/Teachers:

The School of Engineering at Rensselaer Polytechnic Institute (R.P.I.) invites parents/guardians and their children in grades 3 to 6 to attend Exploring Engineering Day (EED), a FREE half-day program to introduce families to the field of engineering and the exciting work that engineers do to make our lives easier, safer, healthier, and fun!

Exploring Engineering Day will take place at R.P.I. in Troy, NY on Saturday, February 21, 2015. In the case of inclement weather, the program may be postponed to the following Saturday, February 28. Families who want to participate in EED should plan to save both Saturday dates in their calendars. Families are encouraged to register on line at: http://bit.ly/EED2015

If you have difficulty accessing the registration page or if you want to verify that your child is registered, please call Angela at 518-276-6203.

Registration will be open until the program reaches capacity, or until January 16, 2015. The program fills quickly, so please do not wait until the last minute to register your child. A confirmation letter will be sent by email and by postal mail to the parent/guardian named on the registration form within 14 days after the submission of the online form. If you don’t receive an email or postal letter within 14 days of attempting to register your child, we did not receive your electronic form. A final letter with detailed driving directions, parking, information, and other details will be mailed to registered guests three weeks before the event date.

The program is divided into two sessions, a morning session (primarily for boys) that runs from 8:15 a.m. to 12:10 p.m. and an afternoon session (primarily for girls) that runs from 12:45 to 4:40 p.m. The program content for boys and girls is the same. Parents who want sons and daughters to attend the program together may register their children for the morning or the afternoon session. Morning and afternoon sessions will have a minimum of one co-ed group to allow sisters and brothers or male and female friends/relatives to participate in program activities together. There’s a place on the form to reference the names of children to be grouped together. Children involved in community programs such as the Scouts, Girls, Inc., 4th Family, or Boys and Girls Clubs will also be grouped together if these group affiliations are noted on the registration form.

Children from different families may also attend the program together and request assignment to the same group. Each parent must complete a registration form for their own child and may reference the name of a friend or relative on their child’s registration form. We’ll assign referenced friends/relatives to the same session group. Each session group is limited to 20 children and 20 parents. Two RPI college students will escort and chaperone each group and an additional 10 college students will lead and engage the children in four 30-minute hands-on, interactive activities.

While we encourage parents to accompany their children to this program, we also understand that some parents work on week-ends and may not be available to accompany their child/children. Parents/Guardians must register their own children and sign the registration form providing their permission for their children to attend the program. However, a designated adult chaperone (18 years or older) may accompany the children to the program in place of the parent.

If you have questions, please write to me at ruelb@rpi.edu or call me at 518-276-2618, Monday through Friday, between 8:30 a.m. and 5:00 p.m. If I’m away from my desk, please leave me a voice message with a short message, including the best time to reach you by phone, your phone number, or your email address. Please speak slowly and spell your first and last name.

Looking forward to having you join us for Exploring Engineering Day 2015!

Sincerely,

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