

ZooSchool

General Information



When to Book

Our programs are very popular, so we highly recommend that you send in your **ZooSchool Request Form** at least 4-6 weeks in advance of the date you would like to reserve. Unfortunately, we cannot accommodate requests for bookings less than two weeks prior to the event.

How To Book

Fill out the Request Form completely, and send it to our Reservations Associate via fax (510-729-7324) or email (below). Remember that your order cannot be processed by our Reservations Associate until the complete Request Form has been received, including all signatures.

Payment Due

A copy of your PO or payment in full is due at least 45 days in advance.

Changes to Your Reservation Date

One change to your reservation date can be made as long as it is requested at least 45 days prior to your originally-scheduled program.

Should you need to make a change, we will gladly work with you to reschedule a date for later in the same school year, pending availability, and any previous payments will be applied to the new reservation.

Cancellations

Cancellations made more than 45 days prior to the scheduled program date will receive a full refund. We cannot give any refunds for cancellations made less than 45 days in advance.

Paula Booth, Reservations Associate
Oakland Zoo Education Department
PO Box 5238, Oakland, CA 94605
P: 510.632.9525 x220 F: 510.729.7324
EducationReservations@oaklandzoo.org

Bring your class to the Zoo and experience a day full of adventure! Our ZooSchool programs are designed to support CA State Standards and Next Generation Science Standards. Details about grade-specific programs can be found on our website. The two and a half hour ZooSchool program includes a classroom lesson followed by a guided tour of the Zoo. Outdoor lunch space is reserved for ZooSchool participants, and classes are welcome to explore the Zoo until their departure once the program has ended.

Grades: K – 5

Program Time: 9:30 am-12:00 pm (please see our **Late Policy**)

Availability: Monday-Friday, September-June

Where: Maddie's Center for Science and Environmental Education. Programs meet at the Lower Entrance.

Pricing (includes Zoo admission)

September-March: **\$14** per student, **\$12** per adult

April-June: **\$17** per student, **\$15** per adult

Parking: **\$10** per car, **\$15** per bus

Additional Details

- We can accommodate a maximum of five classes a day.
- Class size:
 - Minimum of 18 students, maximum of 35 students per class
 - One adult chaperone is required for every 8 students.
 - **The number of adults per class is limited.** Please see our **Additional Adults** policy below.
- No siblings (including children in strollers) are allowed to attend the program.

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Rainy Days

Our ZooSchool programs take place rain or shine. We take the students out to tour the Zoo except during the most severe storms. If rain is expected, we suggest your students bring the following:

- Waterproof jacket with a hood
- Hat with a firm brim (i.e. baseball hat)
- Rain boots or waterproof shoes
- Layers for warmth

We suggest limiting the amount of umbrellas, due to space constraints at certain exhibits.

Additional Adults

To provide the best possible educational experience to your students, and to comply with space capacity regulations, we must limit the number of adults attending the program.

Grades K-2: maximum 15 adults per class
Grades 3-5: maximum 10 adults per class

Any adults beyond the classroom maximums above cannot be allowed in the classroom or on the tour. If they would like to visit the Zoo while they wait, they can pay the full standard admission at the Lower Entrance cashier booth. *Visiting Teachers are responsible for making arrangements for these additional adults and any adults who arrive with siblings.*

Late Policy

We may not be able to accommodate your program if you are **more than 15 minutes late** for your start time. If you think you may be late, *please call our Reservations Associate immediately at 510-632-9525 x220 to see what arrangements can be made.* Although we cannot offer a refund if you do miss your program, we may be able to reschedule it for some other time during the same school year.

Classes take place rain or shine.

*Please note that we cannot process your ZooSchool request until the **entire packet is completed in full and received** by our Reservations Associate, Paula Booth.*

*Return **completed** Request packet to Paula Booth, Reservations Associate, via **fax** (510.729.7324), **email** to EducationReservations@oaklandzoo.org or **standard mail** to PO Box 5238, Oakland, CA 94605*

ZooSchool Request Form



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School Information

School Name: _____

School Address: _____

City, State, Zip: _____

District: _____

Contact Information

Making Reservation: _____

Confirmation Phone: _____

Confirmation Email: _____

Day of Visit Contact: _____

Day of Visit Phone: _____

Program Information

Program Date Preferences

Choice 1 _____ Choice 2 _____ Choice 3 _____

Transportation - We will be arriving by:

Cars Buses Public Transportation

Number of Classes per Grade:

- ◆ K# # Classes: _____
- ◆ 1st # Classes: _____
- ◆ 2nd # Classes: _____
- ◆ 3rd # Classes: _____
- ◆ 4th # Classes: _____
- ◆ 5th # Classes: _____

(maximum of 5 classes per day)

◆ Other Grade/#Classes: _____

Choose Topic: (topics & descriptions can be found on our website)

ZooSchool

Fees & Payment



When to Book

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Fee Information

	Sep-Mar	Apr-Jun	Totals
Total No. of Students: _____ @	\$14	\$17	\$ _____
Total No. of Adults: _____ @	\$12	\$15	\$ _____
Parking: No. of Buses _____ @	\$15 per bus		\$ _____
		Total Due	\$ _____

Payment Information

Check# _____ Amount \$ _____ (payable to "Oakland Zoo")

Credit Card: Visa MC AmEx Discover

Number _____

Exp. Date: _____ / _____ Security Code _____

Name on Card: _____

Amount to charge: \$ _____

Signature: _____ Date: _____

Note: If you will be using a Purchase Order you must mail or fax us a copy of the actual PO to process your registration request.

ZooSchool

Required Signatures



Please get all required signatures and remember that your order cannot be processed until the complete request packet is received by our Reservations Associate.

I have read and agree to abide by the policies and procedures for Education programs at the Oakland Zoo as listed below.

- ✓ Payment Due Policy
- ✓ Change Policy
- ✓ Cancellation Policy

I will distribute the following sheets (which will be provided in your confirmation packet) to each teacher attending.

- ✓ Planning Checklist
- ✓ Tips for your Program
- ✓ FAQs for your Program
- ✓ Behavior Expectations
- ✓ For Chaperones
- ✓ For the Individual Driver/For the Bus Driver (as needed)

Contact Signature: _____ **Date:** _____

Lead Teacher Signature: _____ **Date:** _____
(if not the above contact)

Signature of Principal: _____ **Date:** _____
(Vice Principal may also sign)

ZooSchool

Participant Information



To better prepare the Zoo staff to provide a great program, please tell us a bit more about the participants in each program. (Please copy this page as needed for additional teachers.)

Teacher: _____
Number of Students: _____
Number of Adults: _____
Grade(s): _____
Email: _____

Using the choices below, please indicate the number of students in your class who have special needs around:

___ Physical/Mobility: _____
___ Cognitive functioning ___ Behavior ___ Hearing
___ Sight/Vision ___ Other: _____

What % of the students are English Language Learners? _____%

What is/are the primary language(s) spoken by these students (other than English)? _____

Is there anything else you'd like your zoo educator to know?

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