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.

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.

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
ZooSchool
General Information

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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.

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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
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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: ________
♦ Other Grade/#Classes: ________ (maximum of 5 classes per day)

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

When to Book
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Cancellations
If you need to cancel your reservation, you will receive a full refund if you cancel more than 45 days prior to the event. We cannot give any refunds for cancellations made less than 45 days in advance.

Fee Information

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<thead>
<tr>
<th></th>
<th>Sep-Mar</th>
<th>Apr-Jun</th>
<th>Totals</th>
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<tr>
<td>Total No. of Students:</td>
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<td>Total No. of Adults:</td>
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<td>Parking: No. of Buses</td>
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<tr>
<td>Total Due</td>
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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.
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)*
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?
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.)

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