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 Operations Coordinator via email (below). Remember that your order cannot be processed by our Operations Coordinator 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 30 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 30 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 30 days prior to the scheduled program date will receive a full refund. We cannot give any refunds for cancellations made less than 30 days in advance.

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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.

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Grades: 1st-3rd

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

Availability: Tuesdays & Thursdays only, September-May

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

Pricing (includes Zoo admission)
Adults (ages 15-64): $30 per participant
Child (ages 2-14) & Senior (ages 65-75): $26 per participant
Parking: $10 per car, $20 per bus

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Additional Details
- We can accommodate a maximum of four 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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Eunice Hui, Operations Coordinator
Oakland Zoo Education Department
PO Box 5238, Oakland, CA 94605
P: 510.632.9525 x219
EducationReservations@oaklandzoo.org
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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 number of umbrellas, due to space constraints at certain exhibits. Only in the most severe storms will students not be able to visit the Zoo. Please note that programs may be cancelled due to Zoo closure as a result of inclement weather.

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 1-2: maximum 15 adults per class
Grades 3: 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 Operations Coordinator immediately at 510-632-9525 x219 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.

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P: 510.632.9525 x219
EducationReservations@oaklandzoo.org
Please note that we cannot process your ZooSchool request until the entire packet is completed in full and received by our Operations Coordinator, Eunice Hui.

Return completed Request packet to Eunice Hui, Operations Coordinator, via 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:
Choice 1 ________ Choice 2 ________ Choice 3 ________

Transportation - We will be arriving by:
☐ Cars   ☐ Buses   ☐ Public Transportation

Number of Classes per Grade:

Choose Topic: (topics & descriptions
can be found on our website under the
Education tab, ZooSchool)

1st # Classes: __________  
2nd # Classes: __________
3rd # Classes: __________

(Max of 4 classes per day)
ZooSchool
Fees & Payment

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Fee Information

<table>
<thead>
<tr>
<th>Total No. of Students: _____ @ $26</th>
<th>Totals</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total No. of Adults: _____ @ $30</th>
</tr>
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<table>
<thead>
<tr>
<th>Parking: No. of Cars: _____ @ $10 per car</th>
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<table>
<thead>
<tr>
<th>Parking: No. of Buses: _____ @ $20 per bus</th>
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</thead>
</table>

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

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?

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