Wildlife Assembly

General Information

When to Book
Our programs are very popular, so we highly recommend that you send in your Wildlife Assembly 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.

Meet some of our Education animals up close! This live, interactive animal presentation takes place in our outdoor Wildlife Theater. After the program, groups are welcome to explore the Zoo until their departure. This program is great for large groups with multiple classes and multiple age ranges.

Grades: TK – 12

Program Start Times: 9:30 or 11 am (Please see our Late Policy)
Note: Because we often have multiple school attending the same program, we must start on time. Latecomers will not be admitted.

Program Length: 30-45 minutes (based on age group)

Availability: Wednesdays only, September-May

Where: The Wildlife Theater in the Children’s Zoo. Programs meet at the Lower Entrance.

Pricing (includes Zoo admission)
Adults (ages 15-64): $26 per participant
Child (ages 2-14) & Senior (ages 65-75): $22 per participant
Parking: $10 per car, $20 per bus

Additional Details
- Group size: Minimum of 15 students, maximum of 125
- Chaperones:
  - Grades TK-K: one adult required for every 6 students
  - Grades 1-8: one adult required for every 8 students
  - Grades 9-12: one adult required for every 10 students
  - Maximum number of chaperones: 50
- No siblings (including children in strollers) are allowed to attend the program.

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 programs take place rain or shine. In the event of rain, we hold the program in our indoor Auditorium space. 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 Participants
To be able to plan appropriately, we must limit the number of students and adults attending the program to the numbers on your request form.

Participants may be added up to three days prior to your program by calling our Operations Coordinator.

Adults with siblings will not be allowed to join the program. 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.

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Programs take place rain or shine.
Please note that we cannot process your Wildlife Assembly 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: _______
Start Time:  □ 9:30 am  □ 11:00 am
Transportation - We will be arriving by:
□ Cars □ Buses □ Public Transportation

Participants per Grade(s): min 15 students, max 125 students
- TK/K # Classes: _______
- 1st # Classes: _______
- 2nd # Classes: _______
- 3rd # Classes: _______
- 4th # Classes: _______
- 5th # Classes: _______
- Other # Classes*: _______ *Specify grade(s): ________________

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

Fees & Payment

When to Book
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Fee Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Total No. of Students:</td>
<td>$22</td>
<td>$________</td>
</tr>
<tr>
<td>Total No. of Adults:</td>
<td>$26</td>
<td>$________</td>
</tr>
<tr>
<td>Parking: No. of Cars:</td>
<td>$10 per car</td>
<td>$________</td>
</tr>
<tr>
<td>Parking: No. of Buses:</td>
<td>$20 per bus</td>
<td>$________</td>
</tr>
<tr>
<td><strong>Total Due</strong></td>
<td></td>
<td>$________</td>
</tr>
</tbody>
</table>

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.

Eunice Hui, Operations Coordinator
Oakland Zoo Education Department
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EducationReservations@oaklandzoo.org
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)
Wildlife Assembly
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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