

PROGRAM REQUEST FORM

Thank you for your interest in our educational programs! Please refer to the Program Policies before completing this form. A signed copy of the Program Policies must accompany this form. See FAQ's for additional information. **Programs are scheduled on a "first-come, first-served" basis.**

Mail, email, or fax this form and a signed copy of the Program Policies to:

Effie Yeaw Nature Center, Attn: Scheduling P.O. Box 579, Carmichael, CA 95609
 Email: scheduling@sacnaturecenter.net Phone: 916-489-4918 x234 Fax: 916-489-4983

NOTE: Your program is not confirmed until you receive a confirmation/invoice via email.

NATURE AREA TOUR

Grades K-6 Fee: \$160*

Your Nature Area Tour includes a 1 hour and 45 minute guided walk through the Nature Preserve and our natural history museum. Complete the form below, including date choices.

* Programs are limited to one class per program, or up to a maximum of 35 students.

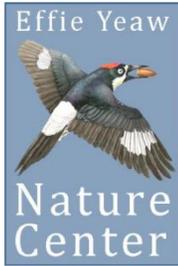
Contact Information			
Name of School:			
Contact Person:	School District:		
School Address:	City:	Zip:	
School Phone:	Other Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home		
Contact Email (required):			
Payment Contact Name:		email:	

Nature Area Tour *(presented at Effie Yeaw Nature Center)*

Provide the following information for your tour. Please note if your class has more than 1 teacher and/or aide.

Date Requested	Teacher(s) Name	Phone #	Grade	# of Students	# of Adult Volunteers
Second Choice Date:			Third Choice Date:		
Tour Time (select ONE)	<input type="checkbox"/> 9:15am – 11:00am <input type="checkbox"/> 11:15am – 1:00pm				
Transportation to Site	We will be arriving by: <input type="checkbox"/> Bus <input type="checkbox"/> Cars _____ (Approximate # of vehicles)				

Office Use Only	
Base price: \$160 x (#of programs _____) = \$ _____	+ Additional adults fee = \$ _____
Total Amount Due: \$ _____	Invoice #: _____ Date: _____



EDUCATION PROGRAM POLICIES

Please check your school year calendar and bus availability **prior** to choosing dates. Schedule early in the year to help ensure your preferred date and time.

Thank you for choosing the Effie Yeaw Nature Center as one of your field trip destinations or in-classroom experiences. Research supports the need to partner traditional teaching with experiences allowing children to interact with the natural world.

Our two most important goals for your field trip/classroom program are:

- 1. That your class has a safe and enjoyable nature experience**
- 2. That your class has a high quality and engaging educational experience**

With these important goals in mind we have set up procedures that will help maintain safety for your group and will assure your students gain the maximum benefit from their visit.

Reservations: All reservations are made on a "first-come, first-served" basis. Two weeks advance registration is required. Reservations are confirmed when you receive an invoice from the scheduling department. **Do not assume you have a reservation until you receive your invoice.** *This serves as the confirmation for your program.*

Payments:

- Checks or credit card (MasterCard or VISA) accepted.
- **Program payments are due two (2) weeks prior to the earliest presentation or service date. Make checks payable to EYNC.** Only single-check payments will be accepted per program; multiple checks from parents will be returned. Persons scheduling programs are responsible for related fees. Checks returned for insufficient funds will be charged an additional \$35 fee.
 - **Deposits:** the following programs require at least a **20% deposit** within 10 working days: **Maidu Full-Day Program, Pond and River Field Study** and the **Nature Plus! Tour.**
- **Payments not received within the required time will result in the cancellation of your reservation.**

Rescheduling: One rescheduling change request may be accommodated per invoice depending upon staff and program availability **and** if requested **two (2) weeks prior to the program.** A \$25 service charge will be charged for each additional time a program is rescheduled by request. Programs will not be rescheduled less than *two (2) weeks* before the program date.

Cancellations: A **\$50 cancellation fee** will be charged for any program cancelled within 2 weeks of the first program date on your invoice.

Size: Programs are limited to one class per program, or up to a **maximum of 35 students.** Programs held at the Nature Center require 4-8 adult chaperones.

Program fees include up to 8 adults (including teachers and aides). Add \$10 per additional adult, up to a maximum of 10 adults (including teachers and aides). A refund will not be given if fewer students or adults attend the program than confirmed on the invoice.

Supervision: The teacher and adult volunteers are responsible for supervision and must remain with the students at all times. Teachers are encouraged to engage with their students throughout the program. **Siblings are not allowed. Please see the following pages for more information regarding parent volunteers and siblings.**

Weather: Programs are delivered rain or shine. If the EYNC staff determines the conditions are unsafe, an alternate indoor program will be delivered or your program will be rescheduled. In the very rare event the CHP requests drivers stay off the roads due to unsafe conditions caused by extreme weather, EYNC staff will reschedule the program.

Unscheduled Groups: Groups without scheduled programs are welcome in the Nature Center and Nature Area after 1:30pm. The museum, Maidu Village and trails are unavailable to unscheduled groups while paid programs are in progress. Remember, groups on the trails must be 20 people or fewer (per county code) and all participants must stay on the trails at all times. Unscheduled groups are required to pay park entrance fees, \$5 per car, \$20 per bus. **Please call the Nature Center and register as a walk-in group. Donations are gratefully accepted.**

Effie Yeaw Nature Center on-site programs may include wading in a pond or river and hiking on unpaved, uneven trails, as indicated in the program description. All natural areas contain poisonous plants and animals as well as other natural hazards. Please ensure all participants have closed-toe shoes.

The Effie Yeaw Nature Center, American River Natural History Association (ARNHA) and the County of Sacramento, their officers and employees and any cosponsor of the activity, are held harmless from and against all liability for accident or injury to participants arising out of participation in this program.

ATTENTION!

A SIGNED COPY OF THIS POLICY DOCUMENT **MUST** BE RETURNED ALONG WITH YOUR PROGRAM REQUEST FORM BEFORE WE WILL PROCESS ANY PROGRAM REQUEST.

THANK YOU.

Email: scheduling@sacnaturecenter.net

Fax: 916-489-4983

I have read, understand and agree to the terms of these policies.

Signature _____ Date: _____

School Name _____

Please share these policies along with the information on the following pages with your parent volunteers before your group arrives at the Nature Center. We hope that we will not have to take time away from your program to discuss alternative arrangements after your group arrives. We thank you for your cooperation.

Field Trips to the Effie Yeaw Nature Center

We are excited that you have scheduled a Nature Center program and we'd like to share tips for a successful trip!

Parents & Siblings

- We ask that no more than 4-7 adult volunteers attend tours and/or programs at the Nature Center. We understand that additional parents may be needed for transportation to the center but we will restrict the number of adults to 8 (including teachers/aides) that can accompany a group during the program and on the trail. Please see below for more information.
- Siblings that accompany drivers are **not** to participate in the program. If a parent driver needs to bring another child, then the parent should remain with that child and not join the tour.
- Siblings that are not part of the class distract from the quality of the program and divert a parent's ability to assist the teacher with class discipline. They may also create safety concerns for the naturalists leading the programs. If a parent, who has brought a student's sibling, is absolutely needed to accompany the group, arrangements must be made to leave the sibling with one of the other non-participating parents.
- *Please know that we understand your situation. We appreciate the parents that take time out of their busy day to drive children to this field trip. We know that it is very difficult to tell parents that siblings will not be able to accompany the tour. If necessary, please inform the naturalist that will be leading your group that you have parents who will need to be told where they can wait while the tour is inside the Nature Center and on the nature trails.*

FAQs

"May we go on the trail walk with our children?"

The number of participants is limited, so you may join the class only if your school has paid for your participation. Our experience is that the quality and safety of the students on the trail walk is highest when the groups are smaller. This allows the leader to focus on the children's observations and questions while watching for anything that might be a safety concern, such as a rattlesnake on the trail. As much as we appreciate your interest, we have found that having more than the stated adult per child ratio makes it difficult for the students to hear what is being said and to concentrate on the program. Siblings will also have different educational needs, because they are older or younger.

"What can the remaining parents (and siblings) do while the students are having their program?"

They may either:

- 1) Meet at the outside picnic tables while the inside program is taking place. When the class goes on the trail walk, they can then enter the main Nature Center building to see the animals and visit the exhibit.
- 2) Drop off the students that are part of the program and return at a pre-determined time for pick-up when the program is finished.

- 3) Go to picnic areas of Ancil Hoffman Park (across from the golf course) and enjoy the trails and river on their own.

“May we go on the trails on our own (or with other extra drivers and siblings)?”

No, essentially the area is considered “reserved” for paid program participants until after 1:30 PM Monday through Friday. Individuals can hike our trails but other groups are to respect paid program participants’ time in the Nature Area and not use the trails. If you would like to take a walk, we suggest you drive over to the picnic area across from the Ancil Hoffman golf course and explore the trails along the river there.

We appreciate your cooperation. Remember that your school may not be the only one having a program at the Nature Center on the day of your visit. Our Naturalists coordinate with each other to minimize the impact of multiple groups in the preserve at the same time.

Thank you so much. We look forward to meeting you and your students on the day of your program! Please encourage the families of your students to visit the Nature Center and Nature Area on their own. We have heard that many of the children who have participated in a Nature Area Tour later enjoy being the leader on a walk with their families.