



ECO-EXPLORERS PROGRAM
FIELD TRIP RESERVATION FORM
2019 - 2020 School Year

After calling **909-790-3698** for available dates, fill out one form for each date requested, and e-mail to oakglen_education@twc-ca.org as soon as possible. A reminder will be e-mailed to all participating teachers a month prior to your scheduled date(s). If you would like confirmation before that time, please call **909-790-3698**.

DATE AND TIME OF PARTICIPATION:

Date of Participation: _____

(complete one form per date)

Your program **will begin at: 9:00 a.m.** in Oak Glen

Your program **ends at: 11:00 a.m.** leaving Oak Glen

Lunch on the preserve: No Yes

Arriving in: Bus Cars

GRADE, ATTENDANCE AND PROGRAM:

CIRCLE ALL grade levels that apply:

Pre-K Kinder 1st

Total number of students attending: _____

Total number of adults attending: _____

Curriculum: _____

SCHOOL CONTACT | FIELD TRIP SCHEDULER:

Person signing below will be the TWC contact.

Print Name: _____

Title: _____

Email: _____

Date: _____

Signature: _____

SCHOOL AND LEAD TEACHER INFORMATION

School: _____

Phone: () _____

District: _____ City: _____

Lead Teacher for the day: _____

Cell Number: _____

Email: _____

PARTICIPATING TEACHERS

Please submit all participating teachers' information for the day.

Teacher 1: _____

Email: _____

Teacher 2: _____

Email: _____

CHANGE OF SCHEDULE INFORMATION

Cancellation due to environmental factors such as heavy rain, snow, extreme heat, wind, fire, icy road conditions, etc. will be determined the day before the field trip (in some cases the day of the field trip). The management of the Oak Glen Outdoor Discovery Program will contact the school or a designated school official. For ease of notification, **please supply an alternate phone number** if no one will be available at the school during this time.

Should a school cancel prior to its field trip date based on predicted weather, a reschedule date may not be offered.