



Pre-K - 4th Grade Field Trip Request Form

Please read carefully and complete each section. A completed form along with the **non-refundable and non-transferrable** payment is required in order to secure a booking. Your date is not confirmed until you are contacted via e-mail by our managerial staff to verify receipt and availability. For additional details about our field trips please refer to the field trip guide that was sent with this form.

School/Organization Information:

School/Organization Name: _____

School/Organization Address: _____

City: _____ Zip Code: _____ Phone Number: _____

School Type: ☐ Pre-School ☐ Elementary ☐ Private ☐ Home School ☐ Other: _____

Title one? ☐ Yes ☐ No

Primary Contact Information:

Primary Contact Name: _____ Title: _____

Primary Phone: _____ Primary Email: _____

Field Trip Request Information:

Grade level(s) attending: _____ Age(s) Attending: _____

of classes attending: _____ # of children attending: _____ # of chaperons attending: _____

Field Trip Type: ☐ Guided Field Trip ☐ Free Play Field Trip
(Tues-Fri ONLY) (activity selection on next page)

Arriving in: ☐ School/Charter Bus ☐ Private Vehicles

of buses: _____ # of vehicles: _____

Time Slots for Field Trips *Aug-May*: ☐ 9:00 am - 11:00 am ☐ 9:30 am - 11:30 am* ☐ 12:00 pm - 2:00 pm*^

^Free Play Only

Summer Field Trip Type: Free Play Field Trip ONLY

Time Slots for Field Trips *June-July*: ☐ 11:00 am - 1:00 pm* ☐ 3:00 pm - 5:00 pm*

Field Trip Date: Preferred Date: Alternate Date(s):
(MM/DD/YY) _____/_____/_____ OR _____/_____/_____

*Open to general public at 11:00 am

Guided Field Trip Activity Selection:

- Guided field trips are a mix of guided educational activities and free museum exploration. Please Select **TWO** activities for your guided field trip by checking the appropriate boxes.

Grade Level:	Activity:
Pre-K - K <input type="checkbox"/>	<input type="checkbox"/> My Five Senses <ul style="list-style-type: none"> Students will explore their five senses (sight, smell, hearing, touch, taste) through hands-on activities, and how these relate to the functions of their body parts. <input type="checkbox"/> Yes, Chef! <ul style="list-style-type: none"> Students will explore the different food groups along with the different nutrients they provide for our bodies in order to make a healthy meal. <input type="checkbox"/> Germs and Transmission <ul style="list-style-type: none"> Students will learn what germs are and explore how germs spread and ways to prevent the spread of germs.
1st - 2nd <input type="checkbox"/>	<input type="checkbox"/> Masters of Materials <ul style="list-style-type: none"> Students will explore the different properties of building materials, how they can serve different functions, and how the same material can also be used to build different things. <input type="checkbox"/> Garden for Life <ul style="list-style-type: none"> Students will explore the different environments seeds exist in and their different modes of transportation and propagation. <input type="checkbox"/> Sink or Float <ul style="list-style-type: none"> Students will explore the relationship between density and an object's ability or inability to float in water - in addition to exploring what materials make a good boat.
3rd - 4th <input type="checkbox"/>	<input type="checkbox"/> Earthquake Proof <ul style="list-style-type: none"> Students will discuss what earthquakes are and their causes. Students will also explore the importance of structural support that makes building "earthquake proof." <input type="checkbox"/> The Highest Tower <ul style="list-style-type: none"> Students will be introduced to engineering practices with a focus on the structure and support that modern-day infrastructure requires to keep us safe. <input type="checkbox"/> Follow the Code <ul style="list-style-type: none"> Students will learn that codes are a set of specific instructions and that programs are a set and sequence of specific codes that tell a computer to perform a specific task.

Special Accommodations Request:

- For a special accommodation request, please email us before submitting a field trip request form. If your accommodation request is approved, **KiDS managerial staff will fill in the below section for you** after your field trip request form is submitted.

Request Type: ☐ Time Slot ☐ Field Trip Type ☐ Trip Date ☐ Other: _____

Accommodation Details (staff only):



Chaperone Policy:

Chaperone Ratio Requirements:

(Chaperones in ratios are complimentary. *Minimum chaperones are required and are based off the grade level*) - - -

- Preschool-Kindergarten: 1 adult : 4 children
- First Grade-Fourth Grade: 1 adult : 6 children
- Chaperones must be at least 18 years of age to accompany a group of students.

Field Trip Policy Contract

Field Trip Policies: By initialing each section you are agreeing to Kids Discovery Station field trip policies. All sections must be completed or your request will be considered incomplete and will not be processed.

Booking Policy and Procedure:

1. Upon Kids Discovery Station's receipt of your Field Trip Contract and payment, we will contact you via e-mail to confirm that the date you requested was available and has been secured for your field trip.
2. Visits must be paid in full 3 weeks prior to your visit date. Once payment has been received by Kids Discovery Station a "Final Confirmation" e-mail will be sent to the primary contact. This e-mail will include your full itinerary, chaperone instructions, bus parking map, and Field Trip Guide packet (if applicable).

Please Initial: _____

Kids Discovery Station reserves the right to cancel this agreement if payment deadlines are not met. Reservation dates may be rescheduled up to 3 weeks (15 business days) in advance of the visit date with no penalty. In the event that a school/organization must cancel their reservation less than 15 business days from the scheduled visit date, the payment is forfeited. In addition, ***Kids Discovery Station will cancel the school/organization's field trip visit if payment is not received by the final payment due date.*** Cancellations are not official until the school/organization receives a written confirmation from Kids Discovery Station.

Children and/or Adults Who Are Absent:

Unfortunately, Kids Discovery Station will not refund any amount for children and/or adults who do not attend the field trip.

Please Initial: _____

**Electronics Policy:**

Kids Discovery Station is a cell phone free facility. Please ensure all members of your field trip refrain from texting, calling, or using their phone as it distracts from ensuring the safety of children (pictures and videos with cell phones are permitted). Laptops and tablets are not allowed.

Please Initial: _____

Final balance is due *three (3) weeks* prior to the field trip date.

A \$35 late fee will be charged for payments made after the due date, unless arrangements are made with the Operations Manager or Executive Director.

Failure to communicate with the managerial staff regarding payments after the specific due date are subject to a late fee. Reservations are subject to cancellation if payments are not received by the required date. Payments are non-refundable, but a new date may be reserved with initial deposit according to the cancellation/refund policy. After final payment has been processed, it is non-refundable. All sales are final, which includes any payment for children and/or adults who are absent the day of the field trip.

Please Initial: _____

By signing I agree that I have read and understand the Kids Discovery Station Field Trip payment policies and verify that I understand and accept Kids Discovery Station's terms of agreement for field trip payments.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

For other questions/accommodations please contact the Operations Manager.

- 350 W Yosemite Ave., Merced, CA
- Phone: (209) 580-4070
- Email: info@kidsdiscoverystation.org
- Website: www.kidsdiscoverystation.org