

Dear Educator:

Greetings! It's not too early to start thinking about a spring field trip for your class. Our new programs at Middle Harbor have been a great success in 2009 and we thank you for being some of the first teachers to enrich your students' lives with a field trip to Middle Harbor. We are proud to report that in 2009 we served over 2,000 Oakland students with educational programs making science and bay ecology fun and relevant to their lives! We look forward to having your class on a field trip this coming spring. We are also pleased to provide you with a pre-trip presentation to help prepare your students for what they will be learning. I look forward to working with you!

Enclosed you will find:

- Program Reservation Application Form
- Fieldtrip Descriptions
- Parks Express Application

Follow these steps to successfully schedule a program:

1. **Fill out a Program Reservations Application.** Please thoroughly complete this pink form by marking the program you are interested in. Team up with another teacher that teaches the same grade so you can meet the minimum number required to receive a Parks Express Bus. see *details on pink application form & Parks Express Form*
2. **Turn in your Parks Express Application ASAP!** In order to increase the odds of getting a bus at a reduced cost for your field trip this coming spring you will need to turn in a Parks Express application **as early as possible**. Buses are scheduled in the order applications are received for the calendar year.
3. **Get your Program Reservation Application in by the deadline: Friday, Jan. 15th.** We have enclosed a pre-addressed envelope for your convenience. Don't forget to include a self-addressed stamped envelope along with your application. Applications received after the deadline will be scheduled as program openings remain available.
4. **Our scheduling person will begin calling teachers** the week of Jan. 18th to book programs.
5. Once your field trip is scheduled and you have transportation confirmed, **you will receive a confirmation letter and a pre-trip information packet.** Please double check the time and date of your program on your confirmation letter.
6. Once you have a confirmed bus and date for your fieldtrip to Middle Harbor make sure you fill out the appropriate OUSD paperwork to request permission to go on a field trip. You will need to **turn in this paper work at least 30-days in advance of your scheduled field trip.**

I look forward to seeing you and your students at the shoreline this spring and for many years to come.

Sincerely,

Tara Reinertson, Naturalist
Middle Harbor Shoreline Park
East Bay Regional Park District
(510) 272-4802