

Dear Educator:

Greetings! It's not too early to start thinking about a fall field trip for your class. Our new programs at Middle Harbor have been a big hit this spring and we look forward to having your class on a field trip this coming fall. 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 FREE 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 free bus for your field trip this coming fall you will need to turn in a Parks Express application **before summer vacation**. Buses are scheduled in the order applications are received for the calendar year.
3. **Get your Program Reservation Application in by the deadline: Monday, Aug. 4th, 2008.** 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, Amita, will begin calling teachers** the week of August 11th to book programs. Please note: Amita works out of the Crab Cove Visitor Center, not at Middle Harbor. She can be reached at (510) 521-6887.
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 fall and for many years to come.

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



Middle Harbor Shoreline Park Naturalist Program Reservation Application Form

Teacher/Leader _____ Contact person: _____
School/Organization _____
Street Address _____
City & Zip code _____
Special Needs: (please specify, e.g. Wheelchair, visual, hearing) _____
School/ Org. Ph. # _____ Home/Cell Ph. # _____
Teacher/Leader email address _____
Grade level _____ # Students _____ # Adults _____
(Note: You need a minimum of 40 people to qualify for a free Parks Express bus. Please team up with another teacher/class if your class doesn't meet this requirement.)
Bilingual Class? Yes _____ No _____ Languages _____

1. Please check (✓) the program you would like (suggested grade levels):

- Bay Discovery! (grade K & 1)
- Mountains to Mud (grade 2)
- M.A.D. about Adaptations! (grade 3)
- Solutions to Pollution (grade 4)
- The Wild West (grade 5 & Up) **note:** all day field trip 9:30am -1pm
- Other (please circle) classroom visit special topic _____

2. Please mail your completed application to:

Crab Cove Visitor Center, 1252 McKay Ave., Alameda, CA 94501

*Don't forget to include your self-addressed, stamped envelope with your application.

Application Deadline for Fall 2008: Monday, August 4th, 2008 by 5pm

After the application deadline has passed, all entries will be checked for duplication (one entry per teacher). All entries will be mixed and drawn randomly. Calls will be made beginning the week of August 11th to book programs.

Turn over for important information regarding applying for a **FREE Parks Express Bus**→

4. Fill out “Parks Express Bus” application as soon as possible!

- ❑ Bus availability fills up fast! Fill out your application and **get it in this SPRING** for your fall field trip (even if you don’t know the exact date)! That way you will have a better chance receiving a **FREE BUS!**
- ❑ The Port of Oakland and the East Bay Regional Park District are partnering to cover the cost for your bus to Middle Harbor.
- ❑ You will need **at least 40 people** (adults included) on the bus in order to qualify for a Parks Express bus. If your class doesn’t meet this minimum requirement, please recruit another teacher at your school who teaches the same grade! Both of you need to decide on a date for your field trip and we will schedule your programs on the same date at Middle Harbor.
- ❑ **Each teacher needs to fill out this application for a fieldtrip** but only one of you need to fill out the Parks Express bus application.

5. **VERY IMPORTANT!!** As soon as you know the date of your field trip, please fill out the paper work required to request permission to go on a field trip from Oakland Unified School District (at least **30 DAYS IN ADVANCE** from when your field trip is scheduled).

6. Once you have a bus confirmed and a date for a field trip, please make every effort to commit to coming on this field trip. If you must cancel or reschedule, **we need at least 7 days advance notice** so we can cancel the Parks Express bus. Your school will be billed \$135 fee if cancelled in less than 7 days. In the event that you have to cancel or reschedule your field trip please call Elaine at Parks Express at 544-2205 and Amita at 521-6887 about your program.

Middle Harbor Shoreline Park

2777 Middle Harbor Road

Oakland, CA 94607

510-272-4802

Fax: 510-272-4814

Naturalist: Tara Reinertson



This application can be found on our web site

www.ebparks.org/activities/naturalists#flyers



Middle Harbor Naturalist Fieldtrips 2008

Programs can be modified for different grade levels based on teacher's requests

Correlations to CA State science standards available upon request.

Bay Discovery!

(Grade K & I)

program length: 1 hour

Discover the wild animals and plants who call the San Francisco Bay Estuary home. Students will engage in hands on activities, guided discovery and exploration along the shoreline while learning how this habitat is connected to their lives.

Mountains to Mud

(Grade 2)

program length: 1.5 hours

Follow the journey of a big rock as it becomes many smaller rocks that travel to the bay. Students will collect and compare sediments from the sandy shore and the muddy bottom then investigate the diversity of life in both habitats. Students will participate in collecting mud using a benthic grab and take a closer look at small invertebrates using microscopes.

M.A.D. about Adaptations!

(Grade 3)

program length: 1.5 hours

Explore Middle Harbor in search of wildlife and get a "bird's-eye view" of the difficulties to surviving on the wild shoreline. Through fun hands-on activities, such as Build a Bird, Bird Bingo and Adapt a Creature, students will understand that if we can't change we can't survive!

Solutions to Pollution

(Grade 4)

program length: 1.5 hours

Learn how water travels down mountains and rivers to the bay. Discover how rain water can become polluted through point and non-point source pollutants. Who's at fault? How can we help? In this program your students will build their own watershed in the sand and identify sources of pollution. They will discover how they can become part of the solution to pollution by lending a hand in a shoreline cleanup to help the animals that live in the bay.

The Wild West

(Grade 5 & Up)

program length: 4 hours

What wild creatures live in the bay? What went on in West Oakland's past that shapes our shared history? In this program your students will engage in hands-on science exploring the living, non-living and cultural components of the San Francisco Bay. Students will collect and test water, observe creatures that live in the mud through microscopes and discover the many cultural resources of this site. This is a full day program (9:30am - 1pm) and will require students to have lunch on site.

Middle Harbor Shoreline Park

2777 Middle Harbor Road

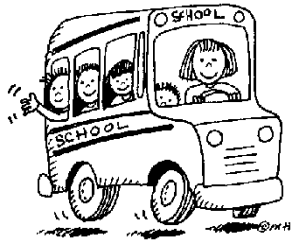
Oakland, CA 94607

510-272-4802


Fax: 510-272-4814

Naturalist: Tara Reinertson





PARKS EXPRESS TRANSPORTATION SERVICES

AN OUTREACH
PROGRAM OF
THE
East Bay 
Regional Park District

PO Box 5381, Oakland, CA 94605 ph. (510) 544-2205 - fax (510)639-4757 www.ebarks.org

vJan08

2008 Info

Who is eligible?

Schools: At least 30% of the school's students must be on the current Free & Reduced Lunch Program, published on the California Department of Education's website. Call – we can check, or give you the website.

Non-profit Organizations and Government Agencies: 501-c3's and area municipalities which are serving Alameda or Contra Costa children from low-income families, seniors, or people with disabilities are eligible to apply. With your application, include a signed statement on organization letterhead stating how this trip is serving clients within our program definitions and outreach areas. Non-profits: include proof of 501-c3 status and your non-profit tax ID number. Further information on your clients may be necessary.

Parks Express is an outreach program of the East Bay Regional Park District, providing low-cost transportation for low-income schools and groups serving children from low-income families, seniors or people with disabilities in Alameda and Contra Costa counties to come to the East Bay Regional Parks.

How much does a bus cost us? (This includes a bus parking fee waiver at the park!)

- Yellow bus: (40 passengers minimum)** \$110
The bus companies that we contract with provide busses based on your stated passenger count. The largest capacity busses that may be available are 28 benches/no seatbelts. (Small kids = 3 per bench, larger kids/adults = 2 per bench).
- Coach bus: (25 passenger minimum)** Available only to senior or adult-only trips. \$110
- Vans:** up to 4 wheelchairs plus up to 8 ambulatory passengers. (Limited Availability) \$110

Are there other fees?

The Parks Express fee of \$110 per bus is regarding only your transportation and includes a waiver of bus parking fee. The park you are visiting may have other park fees such as entrance fees, site reservation fee, pool or beach access fees, fishing and/or boating fees. Your group is responsible for these fees. If your group serves disabled, elderly, or low-income youth populations, you may request a park fee reduction by sending a written request on your organization letterhead at least 14 days prior to your trip. For trips to Black Diamond Mines or Ardenwood Farm, send request to Rick Parmer, Chief of Interpretive & Recreation Services. For all other parks, send to John Escobar, Assistant General Manager, Operations. Same address as above. Ph.: (888) 327-2757 (888-EB-PARKS)

When do we apply for 2008 transportation services?

We are on a January through December "calendar year". Applications (and attachments, if necessary) are taken by mail or fax, beginning in December for the following year. Transportation requests are processed as received. We will notify you of the status of your request by mail, usually 4-6 weeks after receipt. Each teacher or group leader is allowed one trip per calendar year. With limited funding and availability of our contracting bus providers, we encourage you to apply early in the calendar year, even for fall trips. If you are waiting for a program date at a Visitor's Center, still send your transportation application early in the calendar year. (See "Coordinate Scheduling" info on page 2).

Continued on page 2 ⇨

Is this OK with my school district or organization?

Some districts and organizations have restrictions or even exclusive contracts regarding the services that you use. Contact your administration to verify your school or organization is allowed to use Parks Express and the transportation carriers we contract with.

Most school districts that have bus fleets prefer (or even require) that you use transportation through their services. We are usually able to subsidize school bus or wheelchair bus services that you arrange through your school district bus fleet – Your cost is still just \$110 and includes the bus parking fee waiver! Call us to coordinate.

Can we coordinate scheduling with other park programs?

Visitor's Centers' Naturalist Educational Programs:

You may request a park district Naturalist Program by mailing a separate request to a Visitor's Center by their deadline schedule. Contact the Centers for more info on their programs and application procedures.

If you are applying for Parks Express transportation AND a waiting for a date assignment for a Visitor's Center scheduled program, submit your transportation request to Parks Express early in the calendar year to ensure funds will be available for your bus. Check the box on the application form stating you are requesting a Visitor's Center program date. We will notify you by mail if your trip will receive our transportation subsidy. Then, when you are contacted by the Visitor's Center and receive your program date, call us to coordinate your transportation for that date and the correct times. Contact us as soon as possible; transportation is subject to the availability of our contracting bus companies. Generally, availability is more likely early in the week.

Swimming Reservations:

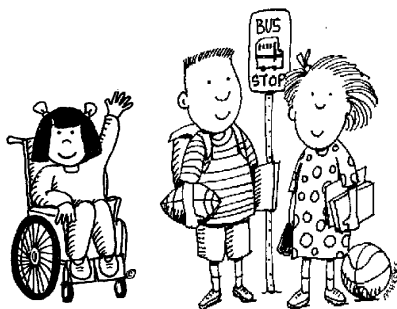
Swimming reservations are made with our Reservations Department: (888) 327-2757, option#2. Reservations help ensure the park will have adequate Lifeguard coverage so your group can be allowed into the swim areas.

When do we pay?

We will notify you by mail when your transportation is confirmed. The letter will include an Invoice portion, with the due date (payable to Parks Express/EBRPD – NOT to the bus company). We accept personal or business checks, money orders and VISA/MasterCard. Exact amount cash can be brought to our office *with your invoice paperwork*.

What if we need to change or cancel?

If you need to change the date, hours or destination of your trip, contact our office. After we schedule a trip, you may revise up to two times. Change requests are not accepted within 7 days of your scheduled trip. All change requests are subject to bus availability. Cancellations made at least 7 days prior to the trip may receive a refund. Your changes or cancellation due to weather follow same policies.



Need more info?

If you have questions about the Parks Express transportation program or would like an application form, please call our office at (510) 544-2205.

**Please share this information
with other teachers
or group leaders!**



PARKS EXPRESS TRANSPORTATION REQUEST



AN OUTREACH PROGRAM OF THE  EAST BAY REGIONAL PARK DISTRICT

Mail to: PO BOX 5381, OAKLAND, CA 94605 or fax (510)639-4757; phone (510) 544-2205 www.ebparcs.org

See program information sheet for details.
Incomplete application forms will be returned.

Non-profits & municipal programs: attach required documents.

School or Organization Name: _____

Group type: *check at least one*

- School, Grade(s): _____
- Preschool (pre-k)
- Older Adult or Senior Program
- Child Care Program, Ages: _____
- Recreation Program, Ages: _____
- Disabled Program.
- Youth, adult or senior?
- Other: _____

Mailing Address: _____ City _____ ZIP _____

Teacher/Leader Name: _____

Work Phone (and ext. #): (_____) _____ x _____ Home or cell phone: (required) (_____) _____

Bus Pickup/Return Address: _____ City _____

(Include "Street", "Avenue", "Road", etc.)

Closest Cross Street: _____

(Include "Street", "Avenue", "Road", etc.)

Select ONE scheduling path for your transportation request:

Date not yet known: I am waiting for a Naturalist Program date confirmation from an Interpretive Center.
Which Location? _____ For a program in which month or semester? (required) _____
Teachers/Leaders: Mail this NOW, then call us at the transportation office with the date as soon as your Naturalist Program date is confirmed.

Specific Date Requested: 1st Choice date: _____ 2nd Choice date (if possible): _____
_____ We are not seeking Program coordination. _____ We already have a Naturalist Program confirmed for this date.

Non specific. Tell us your scheduling criteria, for example: "Any Tues. in July", etc.: _____

Trips can be scheduled Monday - Friday, between 8:30am and 2:30pm during school months, and 8am and 6pm in Summer (to a 7 hour maximum).

Pickup Time: _____ Return Time: _____ Regional Park Destination: _____

(required) **Swimming?** Our group may be swimming on this trip: yes no

Total number of passengers: _____ This includes how many adults? _____
(Must have at least 1:10 ratio of adult chaperones to children on the bus.)

How many small children (preschool through grade 3)? _____ How many larger children (grade 4 and older)? _____

These figures include how many total passengers in wheelchairs? _____

For office use: Swim Blue Card Date _____ to Resv. _____

DNK: Entry		Co.	#	Eg?	Date recd: