



## Have your class field trip at Playzeum!

**Grade Level:** Pre-K to 4<sup>th</sup> Grade

**Cost:** \$200

**Length:** 2 hours, \$50 for each additional hour

**Group Size:** 20 students per session, an additional \$10 will be charged for any child over 20.

All activities support California Preschool Learning Foundations as well as Common Core State Standards. We support STEAM (Science, Technology, Engineering, Art, and Math) throughout our environment.

**Themed options:** Add on a special programming for \$50 and \$5 for each additional students over 20. Pick from the following list!

**Junior Artist** - What do abstract art, oil pastels and watercolors have in common? This field trip encourages students to express themselves by experimenting with various forms of abstract art and oil pastel techniques. Following a story, students are introduced to three different oil pastel techniques using primary and secondary colors. They then work collaboratively in small groups to create unique abstract art posters that they can take back to school.

**Junior Scientist** - Introduce your students to the scientific method by experimenting with the non-Newtonian fluid oobleck! Through hands-on investigations, observations and group discussions, museum educators facilitate an interactive class that brings out children's inner scientists. They are introduced to new vocabulary; work together to mix and explore their own oobleck; get their hands dirty with experiments that help them understand its solid/liquid properties; and end with an Oobleck Freeze Dance Party!

**Junior Innovation** - This field trip introduces children to the concept of aerodynamics and the many creative ways we can use air to help us fly and float. By constructing and experimenting with parachutes and "hovercraft" tested in Playzeum's wind tunnel, children gain a deeper understanding of flight and design principles. After interactive demonstrations for the Parachute and Hovercraft stations, museum educators help students build, test and modify their aerial innovations. Children explore and experiment with both stations, and are welcome to take their aerial innovations home!



Please read carefully and read each section. Your date is not confirmed until you are contacted.

**School/Organization Information:**

School/Organization Name: \_\_\_\_\_

School District (if applicable): \_\_\_\_\_ E-mail: \_\_\_\_\_

School/Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School/Organization Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

**Primary Contact Information (All fields must be completed):**

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Cell: \_\_\_\_\_ Email: \_\_\_\_\_

| Choice | Day of the Week | Date | Field Trip Type |
|--------|-----------------|------|-----------------|
|        |                 |      |                 |
|        |                 |      |                 |

Type of School: \_\_\_ Preschool. \_\_\_ Elementary \_\_\_ Private \_\_\_ Other (Specify): \_\_\_\_\_

Grade Level(s) AND Age(s) Attending: \_\_\_\_\_

# of Classes Attending: \_\_\_\_\_ # of Children Attending: \_\_\_\_\_ # of Chaperones Attending\*\*: \_\_\_\_\_

\*\*Chaperones Policy: Chaperones in ratio are complimentary. Additional chaperones above the required ratio are \$5/chaperone.

**Chaperone Ratio Requirements:**

(Minimum chaperones are required and are based off the youngest child)

0-3 year old—1 Adult: 3 Children

4-7 year old – 1 Adult: 5 Children

8+ year old—1 Adult: 8 Children

Preferred Arrival Time:

Preferred Departure Time:

If the minimum number of chaperones does not attend with your field trip, Playzeum of Yuba-Sutter reserves the right to follow the appropriate actions:

- **Your field trip group may be prohibited from visiting the museum, and you will not receive a refund for the amount**
- **Your field trip group may be charged \$50.00 per Playzeum Staff Member needed to properly accommodate your field trip to ensure that students are in the proper ratio while visiting the museum.**

Attending chaperones must be *at least* 16-years-old in order to accompany a group of students.

Please Initial: \_\_\_\_\_

**Field Trip Policies:** By initialing each section you are agreeing to the Playzeum’s field trip policies. All sections must be completed, or your request will be considered incomplete and will not be processed.

**Additional Information**

Please specify any special needs for your group (i.e. adjusted lights, sounds,, etc.): \_\_\_\_\_  
Arriving by bus? \_\_\_Yes \_\_\_No Number of buses: \_\_\_\_\_  
Arriving by caravan? \_\_\_Yes \_\_\_No Number of carivans: \_\_\_\_\_

Please list each participating teacher’s name and email:

Lead Teacher Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Teacher Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Teacher Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Field Trip Booking Policy and Procedure:**

1. Upon Playzeum’s receipt of your Field Trip Contract and deposit, we will contact you via e-mail to confirm that the date you requested was available and has been secure for your field trip.
2. At that time we will e-mail you a “Deposit Confirmation & Invoice” stating your visit date, arrival and departure time, final balance, and the due date of your final balance.
3. Visits must be paid in full 3 weeks prior to your visit date. Once final payment has been received by Yuba-Sutter Playzeum 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 Curriculum packet (if applicable).

**Please Initial:** \_\_\_\_\_

**Cancelation/Refund Policy**

Playzeum Yuba-Sutter reserves the right to cancel this agreement if the 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 deposit will be forfeited. All deposits are non-refundable. In addition, **Playzeum of Yuba-Sutter will cancel the school/organizations field trip visit if payment is not received by the final payment due date and the deposit will be forfeited.** Cancelations are not official until the school/organization receives a written and/or email from the Playzeum of Yuba-Sutter.

**Children and/or Adults Who Are Absent:**

Unfortunately, Playzeum of Yuba-Sutter will not refund and amount for children and or adults who do not attend the field trip. Children who are absent will receive the “Buy One, Get One Free” voucher for their paid visit on their next trip.

**Please Initial:** \_\_\_\_\_

**Electronics Policy**

Playzeum Yuba-Sutter is a cell phone and electronics free facility. Please ensure all members of your field trip refrain from texting, calling, or using their phones 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:** \_\_\_\_\_

**Deposit Information:**

**A non-refundable deposit of \$100.00 is due with** Playzeum Yuba-Sutter’s initial receipt of the completed Field Trip Contract. If your first or second choice field trip dates are unavailable, the deposit will not be processed until a date has been agreed upon between Playzeum and the school/organization booking a field trip.

**If a deposit is not received, reservation dates will not be held.**

**Method Payment:**

Credit Card: \_\_\_ Visa \_\_\_ Master Card \_\_\_ American Express \_\_\_ Business Check \_\_\_ Personal Check \_\_\_ Purchase Order  
If Check/Purchase Order please provide the Issuers Name: \_\_\_\_\_ Payment Mailed on: \_\_\_\_\_

**Credit Card Authorization:**

Name of Cardholder (Please Print): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Amount to be Charged: \$ \_\_\_\_\_

**Purchase Order Policy:**

Purchase Orders are accepted for deposits and final payments. **A copy of the Purchase Order must be submitted to Playzeum in order to be eligible for this method of payment.** Purchase Orders must include the following language:

*“It is understood that payment will be made for the total number of students and additional chaperones regardless of actual attendance unless cancellation occurs under the Terms of Agreement (See Field Trip Contract Page 2).*

When using a Purchase Order, final payment must be received within 1 week of the field trip date. The visiting school/organization must notify Playzeum of payment delays. If Purchase Order payment is not received within this time frame a **\$35.00** late fee will be included in your final field trip cost.

**Please initial:** \_\_\_\_\_

**Payment Information:** Final Balance is due *three (3) weeks* prior to field trip date. A \$35 late fee will be charged for payments made after the due date, unless arrangements are made with the Field Trip Coordinator.

Failure to communicate with the Field Trip Coordinator 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. Deposits 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.

*Any additional guests not included in the reservation will need to pay the museum’s general admission of \$5 per adult.*

**Please Initial:** \_\_\_\_\_

**I have read and understand the Yuba-Sutter Playzeum’s Field Trip payment policies and verify that I understand and accept Playzeum’s terms of agreement for field trip payments.**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For other questions please contact Playzeum Yuba-Sutter:**

1980 S Walton Ave, Yuba City, CA 95993 Phone: (530) 763-5134 Email: info@yubasutterplay.org

Website: www.yubasutterplay.org