



EARLY CHILDHOOD EDUCATION PROGRAM REQUEST FORM

To request a program, please contact CBEC to check for available dates and programs. Then download, save, and complete this form. Return to kbogue@bayrestoration.org. Print and save a copy for your records. Deposits and fees can be mailed to P.O. Box 519 Grasonville, MD 21638. More information at www.bayrestoration.org or 410.827.6694.

**Required fields*

Program Information

Name of School or Organization: _____ *

Please email or call CBEC for available dates and times.

Date of Program: _____ *

Time of Program (arrival **and** departure): _____ *

Contact Information

Name: _____ *

Email: _____ *

Address (including City, State, and Zip): _____ *

Phone Number: _____ *

Name and Cell phone # of contact person on-site day of trip: _____ *

Program Details

Number of Participants: _____ *

Age of Participants: _____ *

Number of Chaperones: _____ *

Program Requested:*

Please see <https://www.bayrestoration.org/early-childhood-environmental-education-programs/> or contact CBEC for more information on programs and availability.

___ Wintery Waterfowl

___ Bones, Tracks, and Scat

___ What Is a Plant?

___ The Strange and Amazing Bat

___ Tadpoles and Frogs

___ Wonderful Worms!

___ Critters of the Bay

___ Turtle Tales

___ From Seed to Sprout

___ The Itsy Bitsy Spider

___ Oh, Deer!

___ Beautiful, Beneficial Bees

___ Other (*please discuss additional options with CBEC Education Staff*):



Additional Information

Our typical field trips are 2 hours in length and cost \$8 per student, with no charge for chaperones. Minimum price for a typical field trip is \$100. Additionally, there is a \$50 travel fee if booking as an outreach program. Call to discuss pricing for shorter, longer, specialized trips, or small groups where this cost is prohibitive. Read Contract below, paying particular attention to the deposit information. Balance of fees is due the day of your scheduled field trip.

If there are any special requirements that the CBEC staff needs to be aware of, please include these here.

Contract

Please read the information below carefully before you sign (electronically or hardcopy), as this contract is binding. Contact CBEC should you have any questions or concerns.

FORMS AND DEPOSIT

This Program Request Form must be completed accurately and a \$50 deposit must be submitted within 10 business days of scheduling a program with CBEC to hold your program date(s).

REVIEW OF INFORMATION

Please review your Program Request form to ensure accuracy. If anything changes, such as your start or end time, number of students or chaperones attending, or special needs/requests please email us immediately. Contact Early Childhood Education Coordinator, Karen Bogue at kbogue@bayrestoration.org, 410-827-6694, or 240-304-7707 (direct line for day of communication).

CANCELLATION POLICY

CBEC reserves the right to cancel a program due to severe weather conditions. Every effort will be made to reschedule a cancelled program. All programs cancelled by CBEC will result in a full refund of all fees. Programs cancelled by Organization or Contact Person with less than 72 hours notice must pay 25% of the program fee, in addition to the non-refundable deposit. This is to cover staff time and expenses as we cannot schedule another group on that date with such short notice. The only exception is for school closures or delays where no cancellation fee will be charged, but every effort will be made to reschedule.

PRE-TRIP INFORMATION

Pre-trip information and permission slips (for kayaking and optional photo release form) can be found online at: <https://www.bayrestoration.org/early-childhood-environmental-education-programs/>.

By printing your name below, you acknowledge that you have read and agree to the above statement.

Signature: _____ * **Date:** _____ *

To Be Completed by CBEC Education Staff:

Program fee to be charged: _____

Deposit paid: _____

Date	Amount	Type of payment
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Remaining Balance paid: _____

Date	Amount	Type of payment
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PO Box 519 600 Discovery Lane Grasonville, MD 21638
410.827.6694 Fax: 410.827.6713 BayRestoration.org

