

School Program Reservations and Policies

**Please check your in-service days, holidays and bus dates prior to choosing dates.
Schedule early in the year to help insure your preferred date and time.**

Reservations: To schedule programs, call (916) 489-4918 x 229 Monday - Friday, 8:00 a.m. to 4 p.m. Reservations are accepted beginning the first weekday in August for the following school year. Call-in reservations are considered confirmed when the invoice with required signatures is returned. Two weeks advance reservation requested.

Cancellations: A minimum of **30 days notice** is required for all cancellations, less than 30 days notice results in full-fee charges.

Reschedules: One rescheduling change request will be accommodated per invoice if requested 30 days prior to the program or first service date. A \$20 service fee will be charged for each additional time a program or service is rescheduled by request.

Payment: A non-refundable deposit of \$20 or 10%, whichever is more, is due 30 days following the reservation of a Maidu Field Day or Pond and River program. If the deposit is not received by the due date, the program will be cancelled. The program fee balance must be received 30 days prior to the scheduled program. Full payment is due when booking a program with less than 30 days in advance of first date of service or program. Make checks payable to COUNTY OF SACRAMENTO-EYNC. Only single check payments, one for the deposit and one for the balance will be accepted per program; multiple checks will be returned. Persons scheduling programs are responsible for related fees. **Returned check fee: \$42.**

Group Size: Program fees are based on a group of up to 35, unless otherwise stated. Groups larger than 35 will be charged an additional fee per participant over 35 up to a maximum of 38 students (no extra fee for adult chaperones unless otherwise stated). A refund will not be given if fewer students attend than the number reserved. Additional fees will apply if more than the number of students listed on the invoice, above 35, attend the program.

Supervision: The teacher and chaperones are responsible for supervision and must remain with the students at all times.

Weather: Programs are delivered **rain or shine** unless EYNC staff determines the conditions are unsafe.

Quantity Rates: Special rates apply only when two or more of the same outreach program are presented on the same day at the same location.

Area Served & Travel Fees: Schools more than 15 miles away from EYNC will be charged a fee of \$3.00 for each additional mile (round-trip) for staff travel expenses.

Unscheduled Groups: Groups without scheduled programs are welcome in the Nature Center and Nature Area after 1:30 p.m. Unscheduled or walk-in groups are required to pay park entrance fees, \$5 per car, \$20 per bus. Please call the Nature Center and register as a walk-in group.