

GENERAL INFORMATION

Trips are available to any school or group. It is advisable to schedule trips as soon as possible. Some sites have limited opportunities; other school districts, parochial and private schools will also be scheduling trips.

1. Complete the Application for Field Trips attached to the back of this booklet. Trips are booked on a first-come, first-served basis. **Phone reservations will ONLY be accepted on or after October 3, 2011.** It is highly suggested that you NOT wait to phone in your reservation. Complete & mail / fax in your application at the beginning of the school year!
2. Use one application per field trip location / group of 65. The application may be duplicated as needed.
3. Total number of people, including teachers & chaperones, who can attend a field trip: 65 maximum (35 for ski and tobogganing trips), 15 minimum.
4. Send completed application via Fax, MPS School Delivery or U.S. mail to:

Via FAX: (414) 647-6079

ATTN: OUTDOOR EDUCATION (MPS schools please dial: 7-6079)

Via MPS School Delivery: MILWAUKEE RECREATION, Outdoor Education

Via U.S. Mail: MILWAUKEE RECREATION, Outdoor Education
2414 W. Mitchell St., Milwaukee, WI 53204-3025

TRANSPORTATION

After your reservation has been confirmed you are responsible for ordering your own bus. Bus bid information is contained in this booklet. Call the bus company listed immediately when you receive your confirmation, as bus companies cannot guarantee available buses on short notice. Identify your school as being part of the "MPS yearly contract" for this service and provide the appropriate bid number. Bus bids were obtained to assist teachers in organizing field trips; other bus companies may be contacted for more flexible hours or cost considerations. Bus bids are for MPS schools only. **Note: Individual schools are responsible for transportation costs. This includes the trip submitted for voucher payment.**

CONFIRMATIONS / PAYMENTS

Field trips scheduled for September, October and November will be confirmed shortly after we receive your application. For field trips scheduled later in the year, you will receive a confirmation letter from Milwaukee Recreation by November 11, 2011. Please read the confirmation letter carefully to make sure all the information is accurate. On the bottom of your confirmation will be an invoice. Payments for the 11-12 School Year are as follows:

For all MPS schools or schools within the city limits of Milwaukee: \$50.00 per field trip.

PAYMENTS ARE DUE THREE WEEKS AFTER YOU RECEIVE THE CONFIRMATION LETTER.

Our office must receive 24 hour notice of cancellations or no refund will be issued. Refunds will only be issued for payments over \$4.00.

MPS VOUCHER USE

Schools using the voucher should pay for the bus before the field trip. Once the field trip is completed, send us your completed voucher and the bus company invoice (not the field trip confirmation from the bus company) with the check number used to pay for the bus written on the invoice. Schools will be reimbursed for the cost of one bus per the bus bid for that field trip site if all paperwork is correct. Please allow 2-4 weeks to receive payment.

MPS SCHOOL CALENDAR FOR 2011-2012:

The first day of school for all students is Thursday, September 1, 2011.

The last day of school for students is June 12, 2012

Other important dates in the 2011-12 school year include:

Parent Teacher Conferences:

Fri., Oct 21, 2011 and

Fri., March 23, 2012

Professional Dev. Days:

Fridays, October 28, 2011 and

February 17, 2012

Thanksgiving Recess:

Thur. and Fri., Nov 24 and 25, 2011

Winter Recess:

Thursday, December 22-30, 2011

Classes resume January 3, 2012

Martin Luther King Day:

Mon, Jan. 16, 2012

Record Day / Staff Planning Day:

Friday, January 20, 2012

Mid-Semester Break:

Monday, February 20, 2012

Spring Recess:

Mon., Apr. 6 - Fri., Apr. 13, 2012

Memorial Day: Mon., May 28, 2012

MPS Banking Days: Oct. 7, 2011 &

Jan. 23, Mar. 9 & May 7, 2012

FOR NON-MPS SCHOOLS:

While the above listed dates are NOT the only days available to your groups, we may be able to accommodate your requests better since most MPS schools will not be in session on those days.

If you call on or after October 3, check to see if any of these days are still available.