

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 5, 2009.** 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 trips), 15 minimum.

4. Send completed application via Fax, MPS School Delivery or U.S. mail to:

Via FAX:

ATTN: OUTDOOR EDUCATION
414 / 647-6079
(MPS schools please dial: 76079)

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. Schools using the voucher will be reimbursed the amount of the bus bid for the indicated trip, after the trip has been attended. Please allow 2-4 weeks to receive 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 13, 2009. 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 09-10 School Year are as follows:

For all MPS schools or schools within the city limits of Milwaukee: \$40.00 per field trip;

For any school outside the city limits of Milwaukee: \$2.00 per person (\$3.00 per person at Oak Ridge Farm).

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

You may submit your complimentary field trip voucher at anytime during the 2009-10 school year in lieu of the \$40 payment for a field trip. When submitting your payment attach the completed field trip voucher. If you are paying for more than one field trip, attach the completed voucher and a check for the difference.

MPS School Calendar for 2009-10:

The first day of school for all students is Tuesday, September 1, 2009.

The last day of school for students is Monday, June 14, 2010.

Other important dates in the 2009-10 school year include:

Parent Teacher Conferences:

Fri., Oct 16, 2009 and Fri., March 12, 2010

Convention Days:

Thursday and Friday, October 29 and 30, 2009

Thanksgiving Recess:

Thur. and Fri., Nov 26 and 27, 2009

Winter Recess:

Wednesday, December 23, 2009 - January 1, 2010

Martin Luther King Day:

Mon, Jan. 18, 2010

Record Day / Staff Planning Day:

Friday, January 22, 2010

Mid-Semester Break:

Monday, February 15, 2010

Spring Recess:

Fri., Apr. 2 - Fri., Apr. 9, 2010

Memorial Day:

Mon., May 31, 2010

MPS Banking Days:

Oct. 2, Dec. 4, 2009 & Jan. 25, Mar. 15 & May 7, 2010

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 5, check to see if any of these days are still available.