

## Early Scholars Academy Reservation Form

This form must be completed and faxed this to the ESA at 361-561-8696. A confirmation email will be sent to the contact person listed below.

**Group Information**

Today's Date: \_\_\_\_\_ School Name: \_\_\_\_\_ District: \_\_\_\_\_

School Address: \_\_\_\_\_ School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Classes: \_\_\_\_\_ Number of Students: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Names of Classroom Teachers Attending: \_\_\_\_\_

\_\_\_\_\_

Email addresses of Classroom Teachers Attending (Please write legibly as important visit information will be emailed): \_\_\_\_\_

\_\_\_\_\_

**Select Date & Pod**

*ESA visits are scheduled Monday-Friday from 9:15am-11:15am or 12:15pm-2:15pm. The learning pods available for tours are All Around the World (AAW), All Things Living (ATL) and Destination Exploration (DE). Students will be lead through the learning pod requested on this form. Each learning pod can accommodate up to 45 students.*

1<sup>st</sup> choice date: \_\_\_\_\_ AM/PM Pod Choice (Please Circle One):    AAW        ATL        DE

2<sup>nd</sup> choice date: \_\_\_\_\_ AM/PM Pod Choice (Please Circle One):    AAW        ATL        DE

3<sup>rd</sup> choice date: \_\_\_\_\_ AM/PM Pod Choice (Please Circle One):    AAW        ATL        DE

**Accommodations**

*Please list any accommodations that can be done to make your experience more meaningful (wheelchair accessibility, translation for English language learners, etc):*

\_\_\_\_\_

**ESA Policies**

- *Reservations are made on a first come first serve basis.*
- *Payment or proof of payment by purchase order must be presented on or before the date of the visit. No credit is provided for students who are unable to attend the visit that were originally included on the reservation form. If more students attend than were scheduled, the school will be charged for those additional students.*
- *One teacher/paraprofessional is required for every 12 children.*
- *ESA staff must be notified of visit cancellation at least one week prior to the scheduled visit.*
- *Please arrive promptly; pod visits will be adjusted if arrival is after the scheduled start time.*

**Staff Use Only**

ESA Visit Scheduled: \_\_\_\_\_ Confirmation Letter Sent: \_\_\_\_\_

P.O./ Payment Received: \_\_\_\_\_ Received by: \_\_\_\_\_