



Los Encinos State Historic Park

16756 Moorpark Street • Encino, CA 91436 • 818.784.4849 • LosEncinos@parks.ca.gov

SCHOOL GROUP RESERVATION INFORMATION AND GUIDELINES

- **Contact the park** and schedule a school program on a mutually acceptable date.
- Please read and fill out the attached **School Group Reservation form**.
 - Have your **principal sign the form**. Return a copy of the signed form.
 - Provide (on the line marked “**Emergency cell**”) a cell phone number of an adult attending the program in case of emergency immediately preceding your group’s arrival.
 - You may fill out any **specific educational objectives** you would like your guide to cover
- **Return the form** in person, by mail, or fax:
Los Encinos SHP
16756 Moorpark Street; Encino, CA 91436
Attn: School Program Coordinator
Fax: 818.784.0621
- **Fees:** There is no fee for school programs. Donations of \$1 per student are appreciated. No school will be turned away for lack of funds. All donations go to our cooperating association, the Los Encinos Docents Association, which supports educational programs and activities.
- **Lunch:** There are restrooms and picnic tables available for you and your students. To help maintain order, we recommend gathering all lunches into cardboard boxes for distribution after the program. Be advised that all lunch areas must be clean as presented.
- **If you need to cancel** or are running late, please call us immediately: 818.784.4849. Poor weather does not necessarily cancel programs.
- **Teacher Guidelines:** Please read thoroughly.
 - Allow for **15-20 minute** restroom/organization time before your stated program time. Tour and activity take **one and a half hours** per class.
 - Depending on the size of your class(es), we may need to divide your students into **smaller groups** which will rotate through the building. Park staff will discuss this in detail when you schedule your program(s).
 - There must be a ratio of **1 adult for every 7 students**. Schools are responsible for the behavior of their students. Close supervision is required by all group leaders.
 - **Prepare your students on the background** of Rancho El Encino. A good source of information is the Los Encinos Docents Association website (www.los-encinos.org). It is also recommended that students complete a school project based on their visit, such as group reports, drawings or writing projects, etc. We would like to have some feedback from you, too, and would love to see some of the work the students have done.
 - There is **no vehicle parking inside the park**. Please use the street.
 - **Bus information:** To off-load, buses should pull in front of the entrance to the park along Moorpark Street, parallel to the street, blocking the park entrance. Because the bus will be blocking the street, students must prepare to enter and exit the bus quickly. Your guide will meet you. Do NOT drive into the park. There is no long-term parking on Moorpark Street.
 - **No sports or games** that may damage the buildings or grounds (e.g. kickball, soccer, Frisbee)
- **Rules and Regulations:** Please follow the rules and regulations of the park and review them with your students before your visit.
 - Stay in your group at all times
 - No food or drinks are allowed inside the adobe
 - Remember, this is a public historic park, please be careful to not damage the property (i.e. climb trees, pick fruit, climb on exhibits, etc.) or disturb other park visitors.
 - Pay attention to and obey all instructions by park staff
- **Questions?** Please feel free to call 818.784.4849 or email LosEncinos@parks.ca.gov