

KHOC Teacher Checklist

- ❑ **Attend Orientation(s):** **virtual** (required for bus funds) and **in-person/in-park** (optional)
- ❑ **Obtain Printed Materials:** Teacher Guide + Student Booklets (one for each student)
- ❑ **Decide Field Trip Type:** **Self-Guided** **or** **Naturalist-Led**
 - For **Naturalist-Led** field trips, submit a Naturalist Program application to your desired Visitor Center. Transportation can be requested directly in this application.
 - Apply for a Naturalist Program at apply.ebparks.org by **Friday, January 5, 2024**
- ❑ **Confirm Field Trip Date:** Either self-chosen (for **Self-Guided** field trips) **or** confirmed with Visitor Center (for **Naturalist-Led** field trips)
- ❑ **Submit Bus Transportation Application** **Friday, January 5, 2024**
 - For **Self-Guided** field trips, your field trip date **MUST** be confirmed; bus transportation cannot be held for pending dates
 - For **Naturalist-Led** field trips, you may request bus transportation directly in the Naturalist Program application
- ❑ **Complete Three Challenges and Take Field Trip** by **Friday, May 10, 2024**
- ❑ **Complete Teacher Feedback Survey** by **mid-late May 2024**

Teacher Guidelines & Instructions

These following resources and instructions are designed to help navigate you through the KHOC program and successfully take your field trip. Please reach out to KHOC@ebparks.org should you have any questions.

Orientation Schedule

Virtual Orientations (via Zoom)	In-person/In-Park Orientations & Material Pick Up
Monday, December 4, 2023 6:00 – 7:30pm <i>via Zoom</i>	Early 2024; Date and Time TBD Reinhardt Redwood Regional Park (Oakland) Lunch will be provided
Wednesday, December 6, 2023 6:00 – 7:30pm <i>via Zoom</i>	Early 2024; Date and Time TBD Garin Regional Park (Hayward) Lunch is provided
Tuesday, December 12, 2023 6:00 – 7:30pm <i>via Zoom</i>	Early 2024; Date and Time TBD Radke Martinez Regional Shoreline (Martinez) Lunch is provided
Thursday, December 14, 2023 6:00 – 7:30pm <i>via Zoom</i>	Early 2024; Date and Time TBD Shadow Cliffs Regional Recreation Area (Pleasanton) Lunch is provided



Field Trip Options: **Self-Guided (encouraged)** or **Naturalist-Led (optional)**

- **Self-Guided** (encouraged): Aided by a Teacher Kit (*a backpack available on loan from various Visitor Centers filled with tools, gadgets, activities, and resources*), teachers opt to lead their class to one of four designated parks with pre-planned instructions. Alternatively, teachers are welcome to lead their class on a field trip to *any* East Bay Regional Park. Refer to the KHOC booklets and employ your educator skills outdoors to facilitate a great, hands-on opportunity for your students.
 - **Note:** Completing a **Self-Guided** field trip will earn each participating teacher one free personal annual Park District membership through the Regional Parks Foundation.

– OR –

- **Naturalist-Led*** (optional): Receive a program led by one of the District's Naturalists through a Visitor Center of your choosing. Teachers must apply for a Naturalist program **by Friday, January 5, 2024**.
 - **Note: Naturalist-Led** programs are not guaranteed. These programs can be scheduled at many (but not all) Regional Park facilities. Naturalist program demand often exceeds availability. Staff will accommodate requests as scheduling permits. Please submit ONE program request on behalf of all participating KHOC classes at your school.

For a list of Visitor Centers and to apply for a **Naturalist-Led** field trip, visit apply.ebparks.org.

- **Note:** *creating an account is encouraged, though not required.*

In the application, after **Public School** is selected as the **Group Type**, several questions including a required question about KHOC will appear. This question identifies current-year KHOC participants.

Select **Yes, I am an approved KHOC teacher for 2023-2024**.

* Are you a 3rd grade teacher enrolled in the Kids Health Outdoor Challenge (KHOC) Program?

Yes, I am an approved KHOC teacher for 2022-2023

No, I am not enrolled in KHOC

No, but I'd like to learn more

What is your goal for the program?

*KHOC funding does not cover fees for Naturalist programs, though fee reductions may be requested. Review the Fee Reduction process here <https://www.ebparks.org/sites/default/files/Fee-Waiver-Procedures.pdf> or email FeeReduction@ebparks.org for more information.

For additional information about fees charged by the District, please refer to the 2023 Fee Schedule – see section 57. FEE WAIVER OR REDUCTION PROCEDURE https://www.ebparks.org/sites/default/files/2023-Fee-Schedule_0.pdf.



Transportation – Deadline to Submit Application: *Friday, January 5, 2024*

- IF you are applying for transportation for a **Self-Guided** field trip, submit a **KHOC Transportation Only** application as soon as you select your trip date.
 - Apply for **transportation only** here: apply.ebparks.org
- IF you are applying for transportation for a **Naturalist-Led** program, you may request bus transportation directly in the Naturalist Program application (see section above).
 - Submit your transportation application **at least four weeks** before your requested trip date.
 - **Naturalist Program Requests are due by Friday, January 5, 2024**

There is **no fee** for bus transportation, as this is covered by grant funds from the Regional Parks Foundation. Bus availability is limited and cannot be guaranteed.

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We highly recommend planning your field trip for completion by mid-March for best chances of securing a bus. Buses are coordinated through EBRPD's Parks Transportation Office.

Please direct transportation inquiries to ParksTransportation@ebparks.org or (510) 544-2205.

Take Your trip! Field trips must be completed by *Friday, May 10, 2024*

Have fun and take pictures! If you would like to share pictures*, artwork, photos of completed challenges, or essentially anything that captures students enjoying their KHOC experience, please send to KHOC@ebparks.org. We **LOVE** to see students enjoying their Regional Parks. Submissions may be included in the end-of-year summary report about the program.

*Students faces or other identifying features need not be present.

Teacher Feedback (Optional) – Requested by *Mid-late May 2024*

Your feedback and suggestions are essential to the continued success of the program. You will receive an online survey toward the end of the school year. Expect an email with survey link **in mid-late May 2024**.

Please visit ebparks.org/KHOC or email KHOC@ebparks.org should you have any questions.

***Thank you for participating in KHOC
and have a fantastic school year!***

