

DEPARTMENT OF PARKS AND RECREATION

Armstrong Redwoods State Reserve
17000 Armstrong Woods Road
Guerneville, CA 95446

**Stewards of the Coast & Redwoods (Stewards)****P.O. Box 2****Duncans Mills, CA 95430****Phone: (707) 869-9177****Fax: 707-869-8252****RESERVATION AND FEE WAIVER INSTRUCTIONS**

1. The group must be from a California licensed grade or high school (K – 12).
2. Fee waivers are limited to 10 automobiles per school group and not available for weekends or holidays. It is recommended that buses and autos park in the front parking lot.
3. The group must have one adult for each ten (10) students.
4. Complete and submit the attached form to the above address at least two (2) weeks in advance of your proposed visit.
5. If you must cancel, please notify the Stewards office immediately so your time can be reassigned to another school.
6. Incomplete paperwork will delay the processing of your Reservation and Fee Waiver.
7. You may FAX your completed paperwork to the Stewards office instead of mailing it, if you wish.
8. Bring an approved copy of the ***Reservation Request Form*** with you on the day of your visit.

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In an effort to protect the fragile resources of Armstrong Redwoods State Reserve, it is imperative that the school groups:

- *Stay on designated trails and roads.*
- *Do not disturb the natural features.*
- *For your safety, keep children off the trail fencing.*
- *Stay with your own group.*
- *Do not leave litter of any kind on the trails.*
- *Enjoy your time in Armstrong Redwoods State Reserve.*

Stewards of the Coast and Redwoods

School Group Checklist

Please review carefully, sign at the bottom indicating that you have reviewed this check-list in preparation for your visit and bring it with you on the day of your field trip.

Pre-Visit

- Have you submitted a reservation form to Stewards of the Coast and Redwoods either online, by mail or by fax?
- Have you scheduled your arrival/departure taking into consider adequate travel time?
- Have your specified that you want docents for your trip? ***Please note that docents can only be provided for groups of 60 students or less.***
- Do you have the required adult/student ratio? ***One adult for 10 students, except for the Tide pool Program, which requires one adult for 5 students.***
- Have you received your confirmation email or fax?
- Did you get a map and instructions for bus or automobile drivers? *During the busy times of the year, busses coming to Armstrong Redwoods will be required to park in the town of Guerneville at the Park 'n Ride.*
- Have students been advised to dress in layers and bring a backpack to carry their belongings?

Day of Visit – For Docent-led experiences

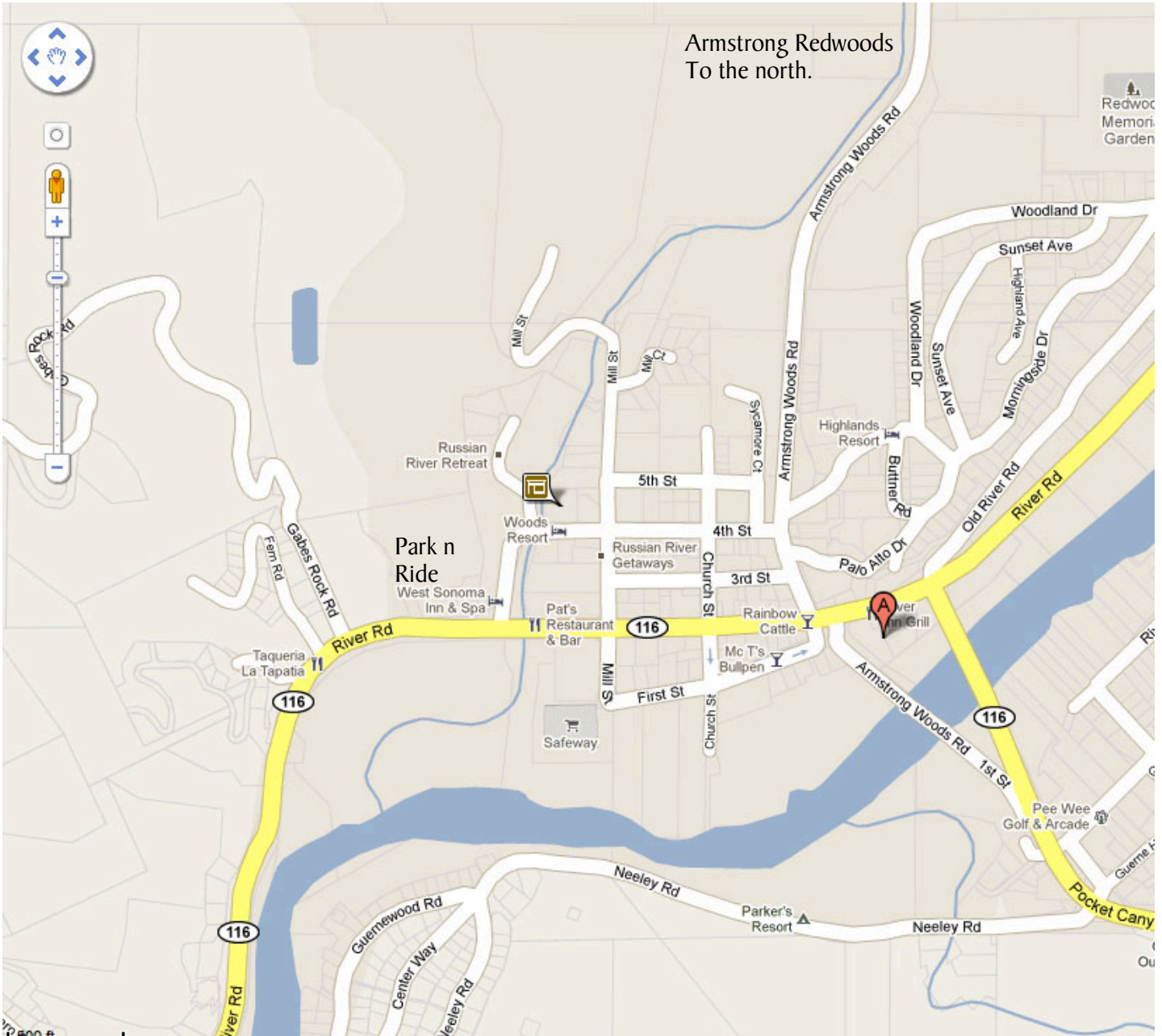
If you have scheduled docents for your field trip they will in some cases be traveling up to 45 minutes to get to the park. It is very important that you plan to arrive on time. Your docent-led experience will start promptly as scheduled and docents may leave if you don't arrive within 15 minutes of your scheduled time. If your students need time to visit the restroom or have a snack plan your arrival time accordingly.

- Are you running on schedule? *If not, please call our office to notify our staff so they can let docents know that you are running late. (707) 869-9177 x00*
- Has the bus driver been told where they will be expected to park?
- Have you pre-assigned students to groups of no more than 10?
- Is there at least one adult assigned to each group? (for the Tide Pool Program there needs to be 2 adults per group) *Docents will not be responsible for disciplining students. That is the job of the adult(s) assigned to each group.*
- How was your visit? Please trade this form for a survey. It is our goal to provide you and your students with an exceptional experience. Let us know what we can do to make your visit better next time.

School Name

Teacher's Name

MAP TO BUS PARKING IN GUERNEVILLE



Buses should not be expected to be able to park at Armstrong Redwoods where there is very limited parking. Parking is available at the Park n Ride in the town of Guerneville.

Directions to Park n Ride

From Armstrong Redwoods travel back to Highway 116. The Park n Ride is located on the right side of the road, just past Safeway and across from Dawn Ranch Inn.