



# CROMWELL VALLEY PARK

## FIELD TRIP PROGRAM REQUEST FORM



Please fill out and email COMPLETED form to Ranger Laura at: [LPAGE@baltimorecountymd.gov](mailto:LPAGE@baltimorecountymd.gov)  
If you have questions, please call 410-887-3014  
2175 Cromwell Bridge Road ~ Parkville, MD 21234

School/Group Name: \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Check one: \_\_\_\_\_ Baltimore County Public School \_\_\_\_\_ Baltimore City Public School \_\_\_\_\_ Other (Homeschool, Private, Charter, etc.) EIN # (for nonprofits) \_\_\_\_\_

Primary Teacher/Leader: \_\_\_\_\_ Total Number of Students/Scouts: \_\_\_\_\_ # Chaperones: \_\_\_\_\_

Grade: \_\_\_\_\_ Ages: \_\_\_\_\_ Does your group have Special Needs? Please Explain: \_\_\_\_\_

School Phone: \_\_\_\_\_ Teacher/Leader Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**TUESDAY**  
Program Name

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Choice of Date:

1st \_\_\_\_\_

2nd \_\_\_\_\_

3rd \_\_\_\_\_

TIME  
10 AM

**WEDNESDAY**  
Program Name

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Choice of Date:

1st \_\_\_\_\_

2nd \_\_\_\_\_

3rd \_\_\_\_\_

TIME  
10 AM

**THURSDAY**  
Program Name

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Choice of Date:

1st \_\_\_\_\_

2nd \_\_\_\_\_

3rd \_\_\_\_\_

TIME  
10 AM

**WEEKEND SCOUT PROGRAMS**  
Program Name

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Choice of Date:

1st \_\_\_\_\_

2nd \_\_\_\_\_

3rd \_\_\_\_\_

TIME  
10 AM - 11 AM

### Spring Registration begins January 8th Additional Information and Guidelines below Fall Registration begins August 1st

**NEW!**

Baltimore County Recreation and Parks will be using a **NEW** registration website called, **CivicRec**.  
**ALL** schools/groups looking to book a program will be asked to make an account and register in CivicRec.  
**ALL** Teachers/Leaders will need to sign a waiver in CivicRec for their group.

There will be **NEW** fees for field trips this season:

- ◊ Baltimore County Public Schools: & Baltimore City Public Schools: **Free**
- ◊ Onsite Field Trips at the Park: Nonprofit Groups = **\$50/hr** / For-profit Groups = **\$100/hr**
- ◊ Outreach/Offsite Programs: Nonprofit Groups = **\$100/hr** / For-profit Groups = **\$150/hr**
- ◊ Weekend Scout Programs: **\$6 per Scout**

**\*\*Nonprofits are required to provide their EIN identification number to receive discounted rate.\*\***

Upon registration and payment (if required) a confirmation email will be sent to the organizing teacher/representative.

**\*\*Programs will be at risk of cancellation if payment is not received in full at least 7 days prior to the scheduled date.\*\***

All requests **MUST** be submitted on this Program Request Form to Laura Page, [lpage@baltimorecountymd.gov](mailto:lpage@baltimorecountymd.gov)  
Number of students are **LIMITED to a maximum of 40** and a **minimum of 12** students.

Pre-K & Kindergarten programs are one hour in length starting at 10am. (See brochure for exceptions)

Grades 1st and up are two hours in length and are held 10 AM to 12 PM.

**Teachers & Chaperones** are to be **fully involved** in the program & **MUST** provide oversight.

**Please don't bring siblings.** Capacity is limited.

Field Trips are held outside- **RAIN or SHINE**—dress for the weather.

**EVERYONE** must wear boots/shoes and clothes that can (and will) get wet and dirty.

We have picnic tables out front of the Nature Center for you to eat your lunches on. Please take your trash with you.

Port-a-Pots are located outside the Willow Grove Nature Center.

**IMPORTANT REMINDERS:** Please arrive ON TIME and be sure to DRESS FOR THE WEATHER!

**ALL** participants (including teachers/chaperones/leaders) **MUST** wear shoes and clothes that can and **WILL** get wet and dirty. (No open-toe shoes.)