



## Scheduling Policy for Distance Learning Programs

Effective January 1<sup>st</sup>, 2010

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In keeping with the Zoo's educational mission to inspire appreciation and stewardship of the natural world, the Zoo will provide video conferencing programming under the following conditions to help us best achieve our mission.

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The fee for all Distance Learning programs is **\$100** (with discounts available for multiple programs requested at the same time) and must be received no later than ten (10) business days before the program is scheduled to be given. Please see our Fee Policy for more information. All distance learning programs are subject to the following:

1. All programs are **45 minutes in length** unless otherwise noted and will include **no fewer than two live animals**. This will include time for students to ask questions. Questions can also be e-mailed to the Distance Learning Coordinator after the program to be answered at a later date. A confirmation letter, vocabulary list, pre- and post-program activities, and small items to be used during the program will be e-mailed or mailed to the receiving site approximately one week prior to the program.
2. There is **no minimum or maximum number of participants** for any Distance Learning program. Recipients should be aware however that larger groups will result in less interaction with individual students.
3. **A minimum of 3 weeks notice is required for scheduling of all distance learning programs**
4. All facilities that have not performed a successful DL connection within the last year are required to complete a test connection at least one week prior to the actual program at a date and time agreed upon by both parties. **Failure to perform a test connection at the scheduled time will result in cancellation of the program.**
5. Program requests will be taken by email, phone, or through [www.cilc.org](http://www.cilc.org) between the hours of 8:00am – 12:00pm and 1:00pm -5:00pm **Central Time** Monday through Friday.
6. In the event that a program must be cancelled due to weather, technical issues, or other circumstances beyond the control of the Zoo or program recipient, the **program may be rescheduled** at a later date agreeable to both parties for no additional charge (dependent upon availability).
7. Request for the creation of new program topics that are not currently listed on our website or CILC is at the discretion of the Lee Richardson Zoo. These programs will require significantly more time to develop.
8. Recording is only permitted with prior written permission from the Distance Learning Coordinator. Still photography pictures are permitted.

If you have any questions regarding this policy, your program, etc., please contact the Distance Learning Coordinator at the Zoo office (620-276-1250) or by email at [mayers@garden-city.org](mailto:mayers@garden-city.org) weekdays between 8:00am - 12:00pm and 1:00pm - 5:00pm **Central Time**.

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