



"Explore & Discover" at Hui No'eau Visual Arts Center Preschool Arts Program Field Trip Request Form

Thank you for your interest in visiting Hui No'eau Visual Arts Center with your preschool! Please complete the following form, so that we can best serve your group.

Preschool Arts Field Trips last approximately 2 hours and include:

- Hands-on art project
- Guided gallery and/or historic property tour
- Outdoor playtime (weather permitting)

Mahalo to the Samuel N. and Mary Castle Foundation for sponsoring this incredible program!

The Hui Programs staff will contact you to finalize the details of your visit. Field trips are filled on a first come, first served basis, depending on available funds. Once a field trip has been booked, the Hui programs staff will provide liability release waivers that must be signed by each child's parent/guardian prior to the student's participation. Waivers will be collected at the start of the field trip day before any activities have begun. Every child must have a signed waiver in order to participate in the field trip.

The Hui and our programs staff will make every effort to schedule a program that fits your creative needs. Please note that field trips are scheduled at the availability of our studios, teachers, and funding—and must be approved by Hui programs staff. Field trips may take a month or more to organize, so please plan accordingly. Mahalo!

For inquiries, completed forms, and reservations, please contact:

Rachel Newbold
Youth Programs Coordinator & Teaching Artist
A: 2841 Baldwin Ave. Makawao, HI 96768
E: rachel@huinoeau.com
P: (808) 572-6560 ext. 33

General Information

School Name: _____

Yes, my school is a preschool!

School Mailing Address: _____

City, State, Zip: _____

Lead Teacher Name: _____

Lead Teacher Phone Number: _____

Lead Teacher Email Address: _____

Who should be our primary contact for coordinating this field trip?

Name: _____

Relationship to School (ie. Teacher, Administrative Staff): _____

Phone: _____

Email: _____

Tell us about your group!

How many children will be attending? _____

What is their age range? _____

Do any members of your group have special needs? Yes No

Please let us know how we can best accommodate them: _____

How many adult chaperones will be attending? _____

Note: We require that you bring a minimum of one chaperone for every ten youth. Please note that for the duration of your visit, the chaperones are responsible for the behavior of the students they are accompanying.

For groups of more than 20-25 kids, we will need to divide children and teachers amongst different studios. Are children already divided into logical groups? For example, Mr. Smith has 20 children in his class; Ms. Jones has 23 children in her class. If so, please let us know how to best divide your groups and if any classes need special accommodations (ie. wheel chair access etc.):

Scheduling Details:

What are your preferred days and times (ie. Monday, January 27, 2016 / 9am – 11am)?

Note: In order to best accommodate groups of more than 40-50 children, we will likely request that you attend a field trip over 2 days. Please list multiple date options.

First date & time of choice: _____

Second date & time of choice: _____

Third date & time of choice: _____

Are you planning to have lunch on property? Yes No

Transportation:

How will you be arriving?

Buses / How many? (estimate) _____

Private Vehicles / How many? (estimate) _____

Other: _____

Note: The Hui's main entrance is located at 2841 Baldwin Avenue. This entrance and its parking area are convenient for private vehicles. Buses may prefer to use our secondary entrance, which is the first right driveway off of Kaluanui Rd (when coming from Baldwin Ave. direction).

Please describe any other details we need to know regarding this program?
