



**Mr. & Mrs. F.L. Schlagle Library**  
4051 West Drive, Wyandotte County Lake Park  
Kansas City, KS 66109  
913-295-8250, FAX 913-299-9967  
[www.kckpl.org](http://www.kckpl.org)



Dear Teachers and Educators:

Thank you for your interest in scheduling a field trip or outreach program with the Mr. & Mrs. F.L. Schlagle Library. To schedule your program, please call the library at 913-295-8250 (option #2) and ask to speak to our scheduling coordinator.

To help facilitate the scheduling process, here is a list of what is needed at the time of scheduling:

1. Name of school/organization and teacher name.
2. Name of program you are requesting (please see our website for our program guide).
3. If you are requesting a field trip or outreach to your classroom/site.
4. Preferred date, along with three alternative dates in case your first choice is unavailable.
5. Preferred time(s) of program (AM or PM). Field trips can begin as early as 9:30 am and outreaches can begin as early as 9:00 am (based on availability).
6. Grade or age and number of students.
7. If this is an outreach request, please provide the start times of each session we will be providing. Each outreach program is approximately one hour.
8. Any special requests or special accommodations your group or individual students may need.

Please note that dates cannot be held without all required above information. Reservations are on a first-come, first-served basis. Once a program has been scheduled, you will receive a confirmation of your reservation with additional information regarding your program.

#### Bus Transportation Assistance

The Mr. & Mrs. F.L. Schlagle Library can provide bus transportation assistance for schools attending field trips to the library, if needed. Transportation assistance is restricted to Wyandotte County schools only. Assistance is provided as a reimbursement of up to \$100 per school, per semester or as library manager deems appropriate. Please reference this assistance when scheduling your visit.