



**Mr. & Mrs. F.L. Schlagle Library**  
An Environmental Learning Center  
4051 West Drive  
Kansas City, KS 66109  
(913) 295-8250  
kckpl.org  
flsinfo@kckpl.org



Dear Teachers and Educators;

Thank you for your interest in scheduling a field trip or outreach program with the Mr. and Mrs. F. L. Schlagle Library, an Environmental Learning Center. When scheduling a program, please call the library at (913) 295-8250 or email Hailey Moss at [hmoss@kckpl.org](mailto:hmoss@kckpl.org).

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

1. Name of teacher and school.
2. Name of program that you are requesting.
3. If this is a field trip to our facility or an outreach to your classroom.
4. Preferred date, along with 3 alternative dates in case your first choice is unavailable.
5. Preferred time(s) of program (AM or PM). Field trip reservations can begin as early as 9:30am\*.
6. If this is an outreach request, please provide the start times of each session we will be providing. Each outreach program is approx. one hour in length.
7. Grade and number of students who will be attending.
8. Names and email contacts of all additional teachers who will be attending with you.
9. Any special requests or special accommodations, if needed.

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

#### Bus Transportation Assistance Program

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

\*Accommodations can be made under special circumstances.