

Scheduling Instructions for Non-FISD Groups

- ❑ Again this year, scheduling can be done via our online registration calendar—which can be accessed under our **Programs Tab**.
- ❑ **Open Enrollment for all non-FISD groups begins Oct. 17th.**
- ❑ Frisco I.S.D. has first option of scheduling. We have asked that all FISD grades have their study trip requests in to us **by October 16th, 2011**.
- ❑ Any FISD holiday dates are open to other groups.
- ❑ You will notice that our schedule calendar is set up in a block system with half of our topics offered the first half of the school year and the rest during the second half of the school year. **This block schedule applies to FISD only.** We will try to accommodate all non-FISD requests as classrooms are available. If you are trying to schedule a group for a program outside of the FISD block, please call us to find out what is available during the time frame you would like to attend.
- ❑ **NEW! Home School Days!** Due to the overwhelming popularity of our programs with home school groups, we are designating two weeks at the beginning of the school year as *Home School Days!* We encourage our home school groups to schedule their programs during this time frame (**Aug. 29—Sept 9**). **Registration for Home School Days begins Aug. 15th.** Any home school groups that want to schedule their visit **after these two weeks, would need to wait until Oct. 17th to request a program.**
- ❑ **Teachers for ALL visiting groups** should review the Teacher Resource Guide as well as cover the Pre-Visit PowerPoint with their classes prior to visiting. This information can be located by clicking on the **Programs** tab from the Frisco Fire Safety Town homepage. Select your grade level. The resources are listed at the bottom of each page.
- ❑ **Any group that exceeds the maximum number of kids for a given program will need to book multiple dates and/or times.** If you are travelling a great distance and need to accommodate a large group on a single trip, please consider booking both a morning and afternoon time slot and rotating half your group through each; Frisco Commons (located at 8000 McKinney Rd.) is a nearby park with restroom facilities, covered picnic tables and an enclosed playground. Many use this facility when trying to accommodate a large group visit with us— half come to Safety Town and half go to the park, then they switch.



Thank you for your cooperation!

Frisco Fire Safety Town
8601 Gary Burns Drive
Frisco, TX 75034



Phone: 972-292-6350
Email: safetytown@friscofire.com
Hours: Mon-Fri 8AM –5PM

HOW TO USE THE SCHEDULE CALENDAR

Use the **MONTH VIEW** option to navigate to desired month needed.

NOTE: This view does not show the grade level associated with each appointment time.

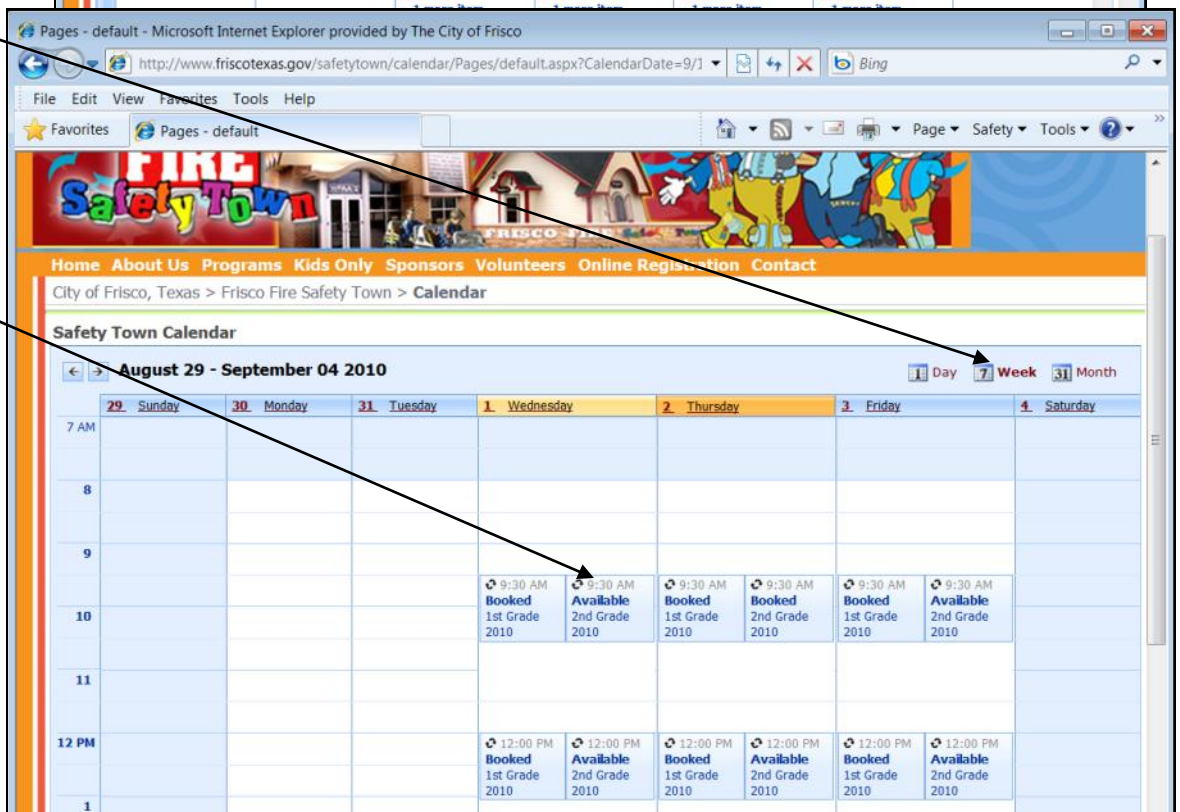
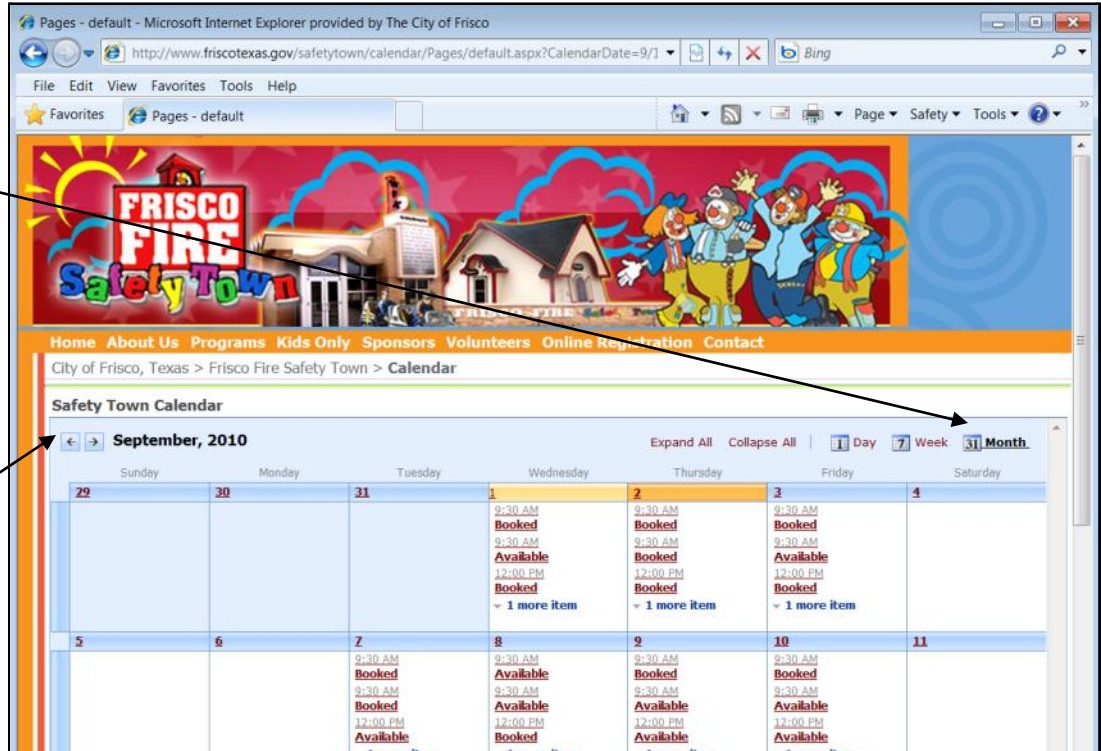
Use the **arrows** to scroll to future/past months.

Once you are on the desired month, switch to the **WEEK VIEW** option which will show class and grade level availability.

Click on the **AVAILABLE** appointment for your grade level to access the request form.

You now will see a link that reads: **click here for online booking.**

Click OK to get through the two pop up messages.



HOW TO USE THE SCHEDULE CALENDAR (continued)

Complete the Request Form.

Be sure to select the appropriate Date/Time/Grade— this information does not carry over from the calendar.

If you are registering for more than the maximum number of kids you will need to book multiple dates and/or time slots. Be sure to complete a request form page for each time slot desired.

Your request form will be sent to us electronically and you will receive an electronic confirmation of that via e-mail. However, **your request is NOT BOOKED until you receive a confirmation e-mail** from Safety Town. Please allow 2 business days for your request to be processed.

If you have any problems during the registration process please feel free to contact Leslie Girdner, the schedule coordinator; Her number is 972-292-6352 or by e-mail at lgirdner@friscofire.com.



The screenshot shows a web browser window with the URL `http://www.friscofire.com/safetytown/Pages/SafetyTownClassRegistration.aspx`. The page has a blue header with navigation links like "Home", "Suggested Sites", and "Get More Add-ons". Below the header is a banner with a clock and the text "Did you forget your date or time slot? click here". The main content area is a registration form with the following fields:

- First Name *
- Last Name *
- Organization Name *
- Email Address *
- Phone Number *
- Requested Visit *
- Requested Time * (9:30AM)
- Class Type * (Kindergarten)
- Expected Number of Kids (Limit 45) *
- Expected Number of Adults *
- Special Needs Children? * (No/Yes)
- If Special Needs Children, please explain
- Security Code *

On the left side of the form, there is a red vertical banner with white text that reads: "Contact Frisco Fire Safety Town 972-292-6350", "How Do I Find You?", "Central Fire Station", and "8601 Gary Burns Dr Frisco, TX 75034".