

DAY GROUP McDowell Farm School Program Contract

EMAIL to farmschool@campmcdowell.com or fax to 205-221-3454 Attn: Farm School Coordinator

Please mail or fax this contract AS SOON AS POSSIBLE prior to your visit.

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School: _____ Reserved dates: _____

Lead Teacher: _____ Grade(s): _____

Other School Contact: _____ Principal _____

Address: _____ City: _____ State: _____ Zip: _____

School Phone:(____)_____ Fax:(____)_____ Cell Phone: (____)_____

E-mail: _____ School Nurse: _____

Best way to contact (circle one): School Phone / Cell Phone / E-mail Best Time to Contact: _____

Arrival time: _____ (8:30 suggested) Departure time: _____ (2:00 suggested)

How will your group be arriving? (#'s if known) _____ Bus(es) _____ Car(s)

STUDENTS: # of boys : _____ # of girls: _____ Total # of STUDENTS: _____

*ADULTS: # of men: _____ # of women: _____ Total # of ADULTS: _____

*Please include ALL Teachers & Chaperones in the Adult numbers TOTAL #: _____

FARM CREWS:(10-12 students/group) _____ Will you be bringing your own lunches? Yes/No

RESPONSIBILITIES OF THE FARM SCHOOL: Assist with pre-trip planning; provide complete educational programming; inform participants of their responsibilities, camp rules and emergency procedures; clean and maintain facilities and grounds; and provide a safe and wholesome atmosphere.

RESPONSIBILITIES OF THE LEAD TEACHER: Make a reservation, submit confirmation fee and return contract; arrange transportation; arrange for one physically-able chaperone for each field group; communicate with students, parents and chaperones about the trip; collect fees; email/fax field crew lists; participate in the program with chaperones and students; and submit final payment.

DAMAGE: McDowell reserves the right to send home any child who becomes ill, destroys property, behaves aggressively or takes any other action detrimental to other students or the program. The school will be responsible for providing transportation in such cases, and for any damage to the facilities and equipment. No refunds will be made under these conditions. **The Farm School cannot be held responsible for loss or damage to property brought to McDowell. Please encourage students to leave valuables and large amounts of cash at home.**

INVOICE: On the day of your trip to McDowell Farm School, we will give you an invoice for the balance of your payment. **Payment is due within 30 days of your trip dates. I agree to the terms of this contract and agree that my group will abide by all McDowell policies.**

Signature of Lead Teacher Date

****PLEASE complete the next page....**

DAY GROUP Program Contract: Class Options Page 2 of 2

Staff can work with you to select classes, topics, ideas, or projects that best fit the needs of your students. Please reference the Curriculum Guide for more detailed class information, then **call/email us anytime to build your program**. Day programs are flexible and planned based on amount of time available for the day. Please choose 2 to 3 of the classes below (core classes in **bold**.)

Farm Fauna
 Farm Ecology
 Big, Bug World

Plant it, Earth! (2 hrs needed)
 Nature Hike
 A Wilderness Transformed

Farm to Table (2 hrs needed)
 SustainAbility

Group Profile

The following information will help the staff have a better understanding of the needs of your group.

Have any of your teachers and chaperones attended the Farm School before? _____

Have any of your students attended the Farm School before? _____ If so, how many? _____

How would you characterize your school? (Choose all that apply)

Private Public Religious Affiliation

Below grade level Above grade level At grade level Urban Suburban Rural

Does your school have an outdoor garden/classroom? If so, what is your students' participation in that program?

What is your primary goal while visiting the Farm School for a day?

Do any of your students have special needs of which our staff should be aware? (i.e. physical limitations, low level/non-readers, severe food allergies, emotional/behavioral concerns, etc...) The more information you give us ahead of time, the better we can prepare for your students!