

# McDowell Farm School Day Trip Planning Form PG.1/2

EMAIL to farmschool@campmcdowell.org

**Please email this form 3 months prior to your visit**

School: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Reserved dates: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Lead Teacher: \_\_\_\_\_ Email: \_\_\_\_\_

School Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Secondary School Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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**Arrival time:** \_\_\_\_\_ (8:30-9:30 suggested) **Departure time:** \_\_\_\_\_ (2:30-3:30pm suggested)

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

Please indicate your lunch preference:

☐ We will bring our own sack lunches for no additional charge.

☐ We need sack lunches provided for an additional cost.

Are you bringing a snack for your students? YES / NO If so, what time during the schedule? \_\_\_\_\_

**# STUDENTS:** \_\_\_\_\_ **#ADULTS:** \_\_\_\_\_ **TOTAL #:** \_\_\_\_\_ *(including all teachers)*

**# Farm Crews:** \_\_\_\_\_ *(~12 - 14 students per group)*

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**RESPONSIBILITIES OF MFS:** Assist with pre-trip planning; provide complete educational programming; inform participants of their responsibilities, camp rules and emergency procedures; prepare meals and evening snacks; clean and maintain facilities and grounds; and provide a safe and wholesome atmosphere.

**RESPONSIBILITIES OF THE LEAD TEACHER:** Make a reservation (new schools- submit deposit) and return contract; arrange transportation; arrange for one physically-able chaperone for each farm crew; communicate with students, parents and chaperones about the trip; collect fees & medicines; email farm crew lists one month prior to trip; ensure health/waiver form is filled out for all; participate in the program with chaperones and students; and submit final payment.

**DAMAGE:** MFS 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. MFS cannot be held responsible for loss or damage to property brought to the Center. Please encourage students to leave valuables and large amounts of cash at home.

**INVOICE:** On your last day, we will give you an invoice for the balance of your payment. Payment is due within 10 days after your trip.

**I agree to the terms and agree that my group will abide by all McDowell policies.**

\_\_\_\_\_  
Signature of Lead Teacher

\_\_\_\_\_  
Date

**>>>Please complete the next page>>>**

# Day Trip Planning Form PG.2/2

All students will take the same classes. To get a full farm experience, all day groups take **Farm Fauna** (meet the animals), **Plant It Earth** (experience the garden), and **Nature Hike** (explore trails).

## Example Schedule:

Time	Group	Class
8:45 arrival	Welcome Meeting (all)	
9:00-11:30	Farm Crew 1	Farm Fauna
	Farm Crew 2	Nature Hike / Plant It Earth
	Farm Crew 3	Plant It Earth / Nature Hike
11:30-12:00	Picnic Lunch at the Barn (all)	
12:00-2:30	Farm Crew 1	Plant It Earth / Nature Hike
	Farm Crew 2	Farm Fauna
	Farm Crew 3	Farm Fauna
2:30 departure	Thanks for coming!	

Reach out to our Program Coordinator [farmschool@campmcdowell.org](mailto:farmschool@campmcdowell.org) with any questions you have about class selections; day programs are flexible, and we want to build the best program for you!

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### ***The following info will help us better understand 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? \_\_\_\_\_

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!