

McDowell Farm School Program Contract

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

*Please email or fax this contract **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: _____

Arrival time: _____ (recommend Mon 10am / Wed 11am) **Departure time:** _____ (recommend 12:45pm)

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: _____ # **BOYS CABINS:** _____ # **GIRLS CABINS:** _____
(10-12 students/group) (24 beds/cabin) (24 beds/cabin)

Do you need a separate Cabin/Lodge (circle preference) for teachers? If so, for how many? _____

Are you having a mandatory chaperone meeting ahead of your trip? Y / N

(Let us know if you need us to help.)

RESPONSIBILITIES OF THE FARM SCHOOL: 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, submit confirmation fee and return contract; arrange transportation; arrange for one physically-able chaperone for each cabin and field group; communicate with students, parents and chaperones about the trip; collect fees, medicines; mail health forms at least 3 weeks prior to your trip; email/fax field and cabin group lists; participate in the program with chaperones and students; and submit final payment.

DAMAGE: The Center 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 your last day at McDowell, 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

Program Contract: Class Options

3-day program: Choose 12 hours of daytime classes & 2 night programs

Designate 1.5 or 3 hour options when applicable.

All school groups take three CORE CLASSES. Please circle Farm Fauna CLASS LENGTH

CORE CLASSES

Plant it, Earth! 3 hrs **Farm to Table** 3 hrs **Farm Fauna** 1.5 or 3 hrs

Select additional classes to complete your 12 hours of class time

OPTIONAL CLASSES

Big, Bug World	1.5 hrs	Farm Ecology	1.5 hrs
Hard at Work	1.5 or 3 hrs	Sustainability	1.5hrs
Nature Journaling	1.5 hrs	Nature Hike	1.5 hrs
Canoeing on Sloan Lake	1.5 hrs	Wilderness Transformed	1.5 or 3 hrs

Evening Program Selections: Please rank your preferences, as the weather can be a factor

Campfire Barn Dance Community Council
 Night Hike Alabama Unplugged Livestock Lullabies

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

1. Have any of your teachers and chaperones attended the Farm School before? _____
2. Have any of your students attended the Farm School before? _____ If so, how many? _____
3. Does your school have an outdoor garden/classroom? If so, what is your students' participation in that program? _____

What specific **student needs** should we be aware of? (i.e. social/emotional/behavioral concerns, severe allergic reactions, physical limitations, learning needs, etc.)

Please list any **objectives** or **goals** that you would like to emphasize while you are here: