



### Arcadia Farm Field Trip Contract

The following document is designed to make sure that all of the requirements for having a successful Arcadia Farm Field Trip are met. Please sign and mail the following contract along with your \$50 deposit in the form of a check made out to “Arcadia Center for Sustainable Food & Agriculture” to:

Arcadia Farm  
 Attn: Ivy Assiter, Field Trips  
 9000 Richmond Highway  
 Alexandria, VA 22309

**Your school’s field trip will not be confirmed until your deposit and a signed copy of this contract have been received!** Arcadia staff will confirm we’ve received your deposit. Please keep a copy of this document for yourself to use as a check-list for your trip!

Name: \_\_\_\_\_

School: \_\_\_\_\_

Date of trip: \_\_\_\_\_

For Internal Use ONLY	<i>If two dates:</i>
Field Trip Fee: _____	
• Used Paypal for _____	
• Paid \$50 deposit	
• Paid remaining \$____ fee	
• Total students attended: _____	• _____
• Total adults attended: _____	• _____
• Submitted Pre-Tests: _____	• _____
• Submitted Post-Tests: _____	• _____

As the Arcadia Farm Field Trip contact person for my school, I will assure that:

- **The *Note to Families and Student Medical and Media Release Forms* are sent home** with students for parents/guardians to sign and return. Each student *must* have a signed form to participate. Please bring them with you on your field trip.
- **The *Adult Medical and Media Release Forms* are sent home** for each chaperone to sign and return. Remember, no more than 9 adults can come on the trip, including teachers. Bring these forms with you.
- **Each student completes the *Field Trip Pre-test*.** This will help us gauge whether learning objectives are met during the field trip. Bring the completed tests with you on your field trip.
- **I will bring a check for the full amount field trip fee** minus the deposit (\$50) made out to “Arcadia Center for Sustainable Food & Agriculture.”
- **All participants will dress accordingly.** The entire trip is outdoors and involves hands-on, garden-based activities.
- **All students bring bagged lunches** either from home, or from your school’s food service provider. A Salad Bar at lunch, water, and simple picnic facilities will be provided.
- **I will take an active role in supervising students,** so that we can have a productive and enjoyable visit to the farm.



# ARCADIA

CENTER FOR SUSTAINABLE FOOD & AGRICULTURE

- **I will fill out the online *Teacher Evaluation*** that will be provided in a follow-up email after the trip. Upon completion of the survey, teachers will be entered in a raffle for a restaurant gift card at the end of the season!
- **Students complete the *Field Trip Post-Test* within 1 week** of your trip. Return the evaluations to us in the stamped envelope provided. We will follow up if we have not received your tests within 2 weeks.

By signing this contract, you also confirm that you understand the following policies:

### **Field Trip Deposit**

In order to prevent last minute field trip cancellations we require participating schools to mail in a deposit as part of registering for a field trip. Schools are required to mail a check for \$50, which will be deposited upon receipt and applied towards the full cost of the field trip. A school's field trip will not be confirmed until their deposit has been received in the form of a check made out to "Arcadia Center for Sustainable Food & Agriculture" or via PayPal with this signed contract.

### **Field Trip Fees**

In order to maintain our facilities and skilled staff, we charge small fees for each field trip group. Field trip fees are calculated according to the percentage of students eligible for Free or Reduced Price (FRP) meals at each participating school.

Payment is due *in full* on the date of the field trip and can be paid using a credit card. If late, the cost increases \$5 per day.

### **School Cancellation Policy**

If a school must cancel a scheduled field trip, the school must contact Farm Education Manager Ivy (ivy@arcadiafood.org) **immediately**. If the school cancels the field trip before two weeks prior to the scheduled date of the trip, the \$50 deposit will be returned in full. If the school cancels the field trip during the two weeks prior to the scheduled date, the deposit will not be returned. Schools that cancel field trips during the two weeks prior to their scheduled date will not be eligible for rescheduling their field trip.

### **Weather Cancellation Policy**

In the case of extreme weather conditions (including but not limited to snow, very cold temperatures, thunderstorms, and heavy rain) Arcadia Farm may cancel the field trip. Cancellations due to weather conditions will be made before the end of school on the day before the scheduled trip. Arcadia staff will contact the school in the event of inclement weather via phone or email on the day prior to their scheduled field trip. If the trip is cancelled due to inclement weather, schools will be given the opportunity to reschedule, if possible, or the deposit will be returned in full.

**I understand the above policies and expectations, and I am committed to complying with them so that we have a great field trip!**

Signature \_\_\_\_\_

Date \_\_\_\_\_