

## Arcadia Farm Field Trip Payment and Cancellation Policy

### 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 at the time of registration, which will be 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" mailed to:

Arcadia Farm  
Attn: Ivy Mitchell  
9000 Richmond Highway  
Alexandria, VA 22309

### 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 and range between \$250 and \$450. Payment is due in full on the date of the field trip and may be paid with a check or credit card (contact [Ivy@arcadiafood.org](mailto:Ivy@arcadiafood.org) for more information). If late, cost increases \$5 per day. The \$50 field trip deposit will be applied towards the total cost of the trip.

### School Cancellation Policy

If a school must cancel a scheduled field trip, the school must contact Ivy, the Farm Education Manager ([Ivy@arcadiafood.org](mailto: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.** An Arcadia staff member 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.

For more information, visit [www.arcadiafood.org](http://www.arcadiafood.org) or contact [Ivy@arcadiafood.org](mailto:Ivy@arcadiafood.org)