

Field Trip Request and Agreement - Eden Mill Nature Committee, Inc.

Field Trip Request Information		
Date of request:		
Name of school/organization:		
School/organization phone:		
Teacher/leader name:		
Teacher/leader email:	Teacher/leader cell phone:	
Ages of participants:	Grade, if applicable:	
Number of participants:	Number of chaperones:	
Are there any special needs participants who require accommodations from us?		
Requested field trip date:	Requested time: 9:30-11:30 10-12 10:30-12:30	
Requested stations: nature center wetlands hike mill field activity(pre-k/k only)		
Field Trip Documents – for office use	Deposit Information	
Date booklet sent:	Number of children	Deposit/minimum
Deposit amount received:	0-20	\$150
Date agreement returned:	21-30	\$189
Date agenda sent:	31-50	\$279
	51+	\$450
Field Trip Agreement		
<ul style="list-style-type: none"> Field trip programs are two hours in length unless otherwise specified. Late arrival will not result in the extension of the field trip time; the amount of time at each station will be reduced. Also, if you arrive early, the program will still start at the scheduled start time. The cost of the program is \$9 per child. Our maximum number of participants per day is 80. A deposit is required within one week of reserving the field trip date (see chart, above). The deposit is based on the number of children participating, and is non-refundable unless we must cancel due to inclement weather. Please make checks payable to Eden Mill. The remaining balance is due one week prior to the field trip. Refunds will not be given for participants that do not show up that day. We recommend one adult chaperone per every five students. We limit chaperones to prevent groups from becoming too large and unmanageable, but ultimately how many chaperones attend is up to you to decide. Excessive chaperones (exceeding the 1:5 ratio) will each be charged the \$9 field trip fee. Chaperone fees can be paid upon arrival, before the start of the program. Fees should be collected by a teacher/leader and given all at once to Eden Mill staff. Personal checks cannot be accepted. Siblings are not permitted. All participants (adults and minors) must arrive with a completed Eden Mill release form. Any student without a completed Eden Mill release form will not be allowed to participate. <u>For Harford County Public Schools only:</u> the Eden Mill minor release form must be obtained from your school administrator. Parking for field trips is in the lower lot near the pavilion. Buses should park in the lot closest to the wetland area. Please feel free to leave your lunches in the pavilion during your field trip. The use of the pavilion is included in your field trip experience, for lunch and any activities which you wish to conduct afterward. 		
<p>By signing below, you agree to: share the information in the field trip booklet and this agreement with other teachers in your group; to distribute the Parent’s Page to the parents; and to collect properly completed Eden Mill release forms for all adults and children. You also acknowledge that you have read and understand the information contained in the field trip booklet and this agreement.</p>		
Printed Name: _____ Signature: _____		