



## IMPORTANT TEACHER INFORMATION

**\*PLEASE PRINT THIS PAGE AS A REFERENCE FOR YOURSELF AND YOUR BUS DRIVERS!\***

We cannot stress enough the importance of your students being dressed properly. The fall mornings sometimes are quite chilly at Port Farms and students may need to wear boots, coats, gloves or extra layers of clothing – depending upon the weather. Please plan ahead and discuss this with your students prior to your visit. **IMPORTANT NOTE:** Everyone (ages 2 & older) that intends to try out our “JUMPKIN PATCH” must wear socks! No socks, no jumping!

Teachers, we ask that you please download, print and complete one SCHOOL TOUR PAYMENT FORM per classroom (see form attached). Upon arrival to the farm, one teacher from each classroom will bring their payment form along with their payment to the admission window to get their classroom checked in. Please have your form completed and your payment organized prior to your arrival. **PAYMENT FORMS MUST BE COMPLETE OR YOU MAY BE ASKED**

**TO GO TO THE BACK OF THE LINE AND WAIT.**

**\*Business/organization checks, or credit card payment is appreciated. \*NO PERSONAL CHECK WILL BE ACCEPTED.**

In fairness to scheduled groups, field trip times are spaced appropriately. Field trip groups that are late may receive a shortened tour so as not to deduct from other scheduled groups that follow. Please call ahead if your trip is running late or cancelled for any reason. **IF A SCHEDULED GROUP IS MORE THAN 30 MINUTES LATE, IT IS CONSIDERED TO BE A CANCELLATION AND NO REFUND WILL BE GIVEN.**

**Please be advised that the Events Barn is no longer available for school lunches; however, we have added picnic tables and shade throughout the farm that if first come, first served.**

Upon arrival and during check-in, for the safety of the students:

- Bus drivers should park the buses in the parking lot.
- All students and extra chaperones should **REMAIN ON THE BUS** until the person(s) handling the check-in return to the bus with their classroom’s admission wristbands.
- Wristbands must be on the wrist of each paid student, teacher and chaperone when entering the farm. Once all the wristbands are on, your group will then proceed to the admission gate to begin your exciting fun-filled day at Port Farms!

**PORT FARMS EDUCATIONAL SCHOOL TOUR PAYMENT FORM**

Port Farms would like to thank you for booking your school tour with our farm. In order to make your check-in process smoother and faster, we have provided you with this calculation form to be used on the day of your visit to the farm.

Upon arrival, please take this **COMPLETED FORM** and your **ORGANIZED PAYMENT** to the cashier in the Admissions Building. **WE ASK THAT YOU DO NOT BRING LOOSE CHANGE FOR YOUR PAYMENT AS THIS CAUSES SEVERE DELAYS TO THE ADMISSION WINDOW FOR YOUR GROUP AND ALSO OTHER GROUPS WAITING TO CHECK IN. Personal checks from parents are not accepted.** \*\*\*For your convenience, we offer an early payment/early pick-up option for your group's wristbands. Please call the farm for details at (814) 796-4500.

Coupons, other special discounts or free offers **MAY NOT** be used on school tours – **ADULTS may use season passes and should NOT be included on this form – ADULTS using season passes must come to the admission window separately from your group. STUDENTS/CHILDREN MAY NOT USE SEASON PASSES.** Please make your parents/chaperones aware of this policy. Sorry, **NO EXCEPTIONS.**

SCHOOL NAME: \_\_\_\_\_

VISIT DATE: \_\_\_\_\_

GRADE LEVEL (S): \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEACHER'S NAME: \_\_\_\_\_

CELL #: \_\_\_\_\_ SCHOOL #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

QUANTITY	DESCRIPTION	AMOUNT
	Number of children ages 3 or older X \$10.00 each	
	Quantity of FREE Teachers X \$0.00	
	Quantity of Chaperones X \$10.00 each	
	Number of children ages 2 or younger who are free admission, but wish to purchase a pie pumpkin like the students receive X \$2.00 each <b>(Child is required to be wearing wristband to receive pumpkin)</b> ***Please note pumpkins are for children wearing wristbands only. ***NO ADULTS ARE TO TAKE PUMPKINS, THANK YOU.***	
	Quantity of Lunches Ordered X \$5.00 each	
	<b>TOTAL AMOUNT DUE UPON CHECK-IN</b>	

**\*\*\* PLEASE MAKE OUT ONE CHECK PER FORM TO PORT FARMS SPECIAL EVENTS, LLC \*\*\***

**FOR OFFICE USE ONLY**

PYMT REC.  CASH \_\_\_\_\_  CK \_\_\_\_\_ # \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

VISA MASTERCARD NAME ON CARD \_\_\_\_\_

I AGREE THAT I HAVE RECEIVED \_\_\_\_\_ WRISTBANDS AND \_\_\_\_\_ LUNCH TICKETS

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## PORT FARMS SCHOOL TOUR LUNCH FORM

Please complete ONE FORM PER CLASSROOM and have it returned to us NO LESS THAN 10 DAYS PRIOR TO YOUR VISIT to the farm. Fax # (814) 796-3570

DATE OF VISIT TO PORT FARMS: \_\_\_\_\_

REQUESTED LUNCH TIME: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_

TEACHER'S NAME: \_\_\_\_\_

TEACHER'S CELL #: \_\_\_\_\_

TEACHER'S SCHOOL NUMBER: \_\_\_\_\_

Here at Port Farms, we are able to provide your group a nutritious lunch prepared fresh daily. Our lunch package cost is \$5.00 PER PERSON and will be paid for at the time of your group's check-in at the Admissions window on the day of your visit. Please understand that you may not add or subtract lunch packages on the day of your visit. If additional lunches are needed for your group, you may purchase a variety of food items at the Country Kitchen. Lunches will be available for **PICK UP** at the Country Kitchen **15 minutes prior** to scheduled lunch time listed above.

**\* Please be advised that the Events Barn is no longer available for school lunches; however, we have added picnic tables and shade throughout the farm that if first come, first served.**

Our lunch package includes the following (NO variations, please):

- Smith's Skinless Hotdog
- Sweet Treat
- French Fries
- 100% Fruit Juice

Quantity of lunches \_\_\_\_\_ X \$5.00 ea = Total \$ \_\_\_\_\_