



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 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 at 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 CHECKS 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 are 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. 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 delays at the Admission window. **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 2 or younger who are free admission but wish to purchase a pie pumpkin like the students receive X \$2.00 each (Child is required to be wearing wristband to receive pumpkin) Please note pumpkins are for children wearing wristbands only. NO ADULTS ARE TO TAKE PUMPKINS.	
	Number of children ages 3 or older X \$10.00 each	
	Quantity of Chaperones X \$10.00 each	
	Quantity of FREE Teachers (includes paraprofessionals) X \$0.00	
	Quantity of Lunches Ordered X \$7.50 each	
	TOTAL AMOUNT DUE UPON CHECK-IN	

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

FOR OFFICE USE ONLY

PYMT REC. CASH _____ CK _____ # _____ RECEIVED BY: _____

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. **The completed form should be emailed to Amanda@portfarms.com.**

DATE OF VISIT TO PORT FARMS: _____

REQUESTED LUNCH TIME: _____

NAME OF SCHOOL: _____

TEACHER'S NAME: _____

TEACHER'S CELL #: _____

TEACHER'S SCHOOL NUMBER: _____

At Port Farms, we are able to provide your group with a lunch prepared fresh daily. Our lunch package cost is \$7.50 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 Smokehouse & Grill. Lunches will be available for PICK UP at the Smokehouse & Grill 15 minutes prior to the 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 are available on a first come, first served basis.

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

- Smith's Skinless Hotdog
- Sweet Treat
- French Fries
- Juice

Quantity of lunches _____ X \$7.50 ea = Total \$ _____