



IMPORTANT TEACHER INFORMATION

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

Please make sure your student is dressed appropriately for our visit to Port Farms. Fall mornings can be chilly, so students should dress in layers and may need a coat, boots, gloves, or extra clothing depending on the weather. Please plan ahead and check the forecast to ensure your student is prepared for the day. Important: Students **MUST** wear socks to participate in the "Jumpkin Patch." **No socks, no jumping!**

Please download, print, and complete the School Tour Payment Form (see attached form). Upon arrival at the farm, you should bring the completed payment form and payment to the admission window to check in their classroom. Please have your form fully completed and your payment organized prior to arrival to help ensure a smooth check-in process. **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. Cash payments must be organized (no loose change).

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.**

For lunches, we have 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 as directed by our staff.
- All students and extra chaperones should **REMAIN ON THE BUS** until the person handling the check-in returns 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

Upon arrival, please take this **COMPLETED FORM** and your **ORGANIZED PAYMENT** (no loose change, bills face up in denominational order) to the cashier in the Admissions Building. **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 email amanda@portfarms.com. Coupons, other special discounts or free offers MAY NOT be used on school tours – **ADULT CHAPERONES may use season passes and should NOT be included on this form – ADULT CHAPERONES 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.**

If you are ordering lunches, please complete our separate lunch order form (found on our website).

SCHOOL NAME: _____

VISIT DATE: _____

GRADE LEVEL (S): _____

SCHOOL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TEACHER'S NAME: _____ E-MAIL: _____

TEACHER CELL #: _____ SCHOOL PHONE #: _____

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	
	Number of Chaperones X \$10.00 each (include \$ amount if paying with group)	
	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 _____ CARD _____ RECEIVED BY: _____

NAME ON CARD / CHECK # _____

I AGREE THAT I HAVE RECEIVED _____ WRISTBANDS AND _____ LUNCH TICKETS

SIGNATURE: _____ DATE: _____