

# THANKSGIVING POINT

## Field Trip Policies

### Scheduling a Field Trip:

- **Field Trip requests are submitted online ONLY.** You will then be notified within three to five business days with further details. Field trips are not booked over the phone.
- A 5-student minimum is required to qualify for a field trip rate. If your group has fewer than 5 children, you can still receive the great discount by paying for a total of 5 children.
- Field trips must be scheduled one month (30 days) in advance.
- Only one date and venue are allowed per request form and contract.
- Separate request forms must be filled out for each additional venue or visit date.
- All field trips are given 2 hours to spend in one venue. Groups are not required to stay the full 2 hours. Lunch time is included in the 2 hours.
- Field trips must be scheduled to arrive between 9:00 AM and 3:00 PM.
- When scheduling movies please be on time. Movies are open to the public and need to stay on schedule.
- No field trips are scheduled on Monday's or Saturdays property-wide.
- No field trips are scheduled on Friday to Ashton Gardens or at Museum of Natural Curiosity during the Tulip Festival (which starts first or second week of April and ends the first weekend of May)
- Explorer Plus field trips are not available from June 1st to August 25th property wide.
- Explorer Plus and CEE field trips that are more than 15 minutes late will receive a shortened experience as to not deduct time from other scheduled groups that follow.
- If a scheduled group is more than 30 minutes late (without notifying Thanksgiving Point) it is considered to be a cancellation and no refund will be given.

### Field Trip Payment:

- Schools (not being sponsored by a scholarship) are required to pay a 50% deposit to confirm the field trip on a date specified by Education Reception.
- Minimum payment is for 5 students (if bringing 5 students, full amount must be paid before field trip).
- Deposit Payment may be made by credit card or school check (not recommended). No personal checks are accepted.
- The remaining payment (if over 5 students) is due upon arrival at the venue and may be paid by cash or card **ONLY. Early final payments are not accepted.**
- Checks are not accepted for final payment at the venue.
- The 50% deposit includes a \$20 non-refundable processing fee for each venue/date.
- Thanksgiving Point memberships may not be used to pay student field trip admission. All students that are to be included in the field trip experience must pay the appropriate field trip fee.
- Individuals and families wishing to use their membership must check in separately and are not considered part of the field trip.

## **Rescheduling a Field Trip:**

- Schools may change the date and time of their field trip two weeks before their scheduled field trip.
- The new date must be at least two weeks later than the original date.
- Rescheduling less than 2 weeks before the field trip date incurs a \$50 rescheduling fee. No refunds will be given without prior notice of cancellation.
- Rescheduling more than once will incur an additional \$50 rescheduling fee.
- **Inclement Weather:** With a two-hour prior notice, cancellations due to inclement weather can either be rescheduled or you may receive the refundable portion of your deposit. No refunds will be given without prior notice of cancellation.

## **Field Trip Cancellations:**

- Cancellations must be received two weeks before the scheduled field trip date to receive the refundable portion of the deposit (less the \$20 processing fee).
- Cancellations less than two weeks before the field trip date will incur a \$50 late cancellation fee in addition to the processing fee taken out of the deposit; if the deposit is less than \$70 (\$20 processing fee plus \$50 late fee) no refund will be received.
- No refunds will be given without prior notice of cancellation.
- Schools attending a field trip on a scholarship who cancel without prior notice will jeopardize their ability to receive scholarship funding in the future.
- With a two-hour prior notice, cancellations due to inclement weather can either be rescheduled or you may receive the refundable portion of your deposit. No refunds will be given without prior notice of cancellation.
- If a scheduled group is more than 30 minutes late (without notifying Thanksgiving Point), it is considered a cancellation and no refund will be given.

## **Refunds:**

- For all refunds, the \$20 nonrefundable processing fee applies.
- If the refund is under \$20, no refund is given.
- Refunds will be issued via check to the school.
- Refunds need to be requested the day of the field trip at the venue check-in desk.

## **Chaperones:**

- **Chaperone Ratio Requirements:**
  - ▶ **PK-6th grade – one chaperone for every 4 students**
  - ▶ **7-12th grade – one chaperone for every 10 students**
  - ▶ **CEE field trips – one chaperone for every 10 students**
- Field trips to the Mammoth Movie theater only allow one free chaperone per class. Extra adults for movies are charged \$6.
- Discovery field trips allow more than the required ratio for the same discounted rate as the students.
- Extra adults beyond the required ratio amount will be charged \$6 each at all venues for Explorer, Explorer Plus, and CEE field trips.
- Chaperones are free when following the ratio for Explorer, Explorer Plus, and CEE field trips.
- Teachers are included in the chaperone ratio for all field trips.

- Bus drivers are welcome to visit the venue for free and do not need to be included in the chaperone count.
- Chaperones must stay with the students and engage with them during the field trip.
- Online chaperone guides are available online for each venue to help them engage with the students.
- Groups without the required adult chaperone ratios will jeopardize their admission to the venue.
- All groups that are admitted, regardless of chaperone ratio, must exhibit proper chaperone supervision and good student behavior or they may be excused from the venue.

## **Lunches:**

*Thanksgiving Point does not have any official place for large groups to eat lunch.*

- Public parks near Thanksgiving Point are a good alternative to eating on property. These areas have table, pavilions and playgrounds. Here are some local parks you might want to look into:
  - ▶ Olympic Park – 2650 W Parkside Dr, Lehi
  - ▶ Greens Park – 1832 W 1600 N St, Lehi
  - ▶ Bandwagon Park – 900 N 300 W, Lehi
  - ▶ Bluffdale Lions Park – 14400 S, Bluffdale
- The cafes and restaurants cannot accommodate field trip groups.
- If you do choose to eat on property, please bring garbage bags to throw your trash away and then ask a staff member where dumpsters are located.
- **Museum of Ancient Life Field Trip lunch area:**
  - ▶ There is a cement area out front of the museum or a grassy tree area down by the big red barn that could work for eating lunches.
  - ▶ You may eat on the second-floor mezzanine area of the lobby of the Museum with prior notice BUT you must eat on the floor in the area with the murals and NOT in the walk space by the elevator, restrooms, and door to our department office.
  - ▶ Please bring your own trash bags and clean up thoroughly.
- **Farm Field Trip lunch area:**
  - ▶ There is not enough space or enough trash cans in the Farm to accommodate large groups for lunch.
  - ▶ Field trips are welcome to eat their lunch in the open field area across the street from the main entrance or other open areas around Farm Country.
  - ▶ Bring your own trash bags. Ask staff the location of the dumpster to dispose of trash.
  - ▶ Do not feed the animals your lunch food.
  - ▶ There is no place to eat indoors.
- **Museum of Natural Curiosity Field Trip lunch area:**
  - ▶ There is NO place to eat inside the Museum or the Discovery Garden.
  - ▶ There is NO food allowed in the Museum or the Discovery Garden
  - ▶ Please do not try to eat in the lobby. You will be asked to relocate.
  - ▶ There are a few picnic tables and a grassy area across the parking lot of the Museum which schools may use
  - ▶ Bring your own trash bags and clean up thoroughly.
  - ▶ Ask staff for location of dumpsters
- **Ashton Gardens Field Trip lunch area:**
  - ▶ Schools are welcome to eat on the large lawn area in front of the entrance of the main building.
  - ▶ Schools may eat lunch in the Waterfall Amphitheater only, but all schools are responsible for the transport of their lunches and trash.
  - ▶ There is no space to store lunches
  - ▶ The dumpsters are located on the west end of the Greenhouse (ask staff for location if needed)