

# 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. *Due to new district firewalls there have been many reports of missing emails. If you do not receive a confirmation email, please check your spam, promotions, or junk folders in the email account with which you applied.*
- A 5-student minimum is required to qualify for Discovery field trip rates. If your group has fewer than 5 students, you can still receive the discount by paying for a total of 5 students.
- A 15-student minimum is required to qualify for Explorer or CEE field trip rates. If your group has fewer than 15 students, you can still receive the discount by paying for a total of 15 students.
- A 40-student minimum (2+ classes) is required to qualify for Explorer Plus field trip rates. If your group has fewer than 40 students, you can still receive the discount by paying for a total of 40 students.
- Field trips must be scheduled one month (30 days) in advance.
- Only one date and venue are allowed per request form and contract.
- All field trips are given 2 hours to spend in one venue. Groups are not required to stay the full 2 hours.
- Field trips must be scheduled to arrive between 9:00 AM and 2:00 PM.
- Movies are open to the public and need to stay on schedule, so please arrive on time.
- No field trips are scheduled on Mondays or Saturdays property-wide.
- Due to increased traffic during the Tulip Festival, field trips may be limited for Ashton Gardens and Museum of Natural Curiosity (April and 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 Education Reception), it is considered to be a cancellation; 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.
- 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 \$30 non-refundable processing fee for each venue, date, and time.
- 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 \$30 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 \$80 (\$30 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 Education Reception), it is considered a cancellation; no refund will be given.

## **Refunds:**

- For all refunds, the \$30 nonrefundable processing fee applies.
- If the refund is under \$30, no refund is given.
- Refunds will be issued by a mailed check to the school.
- Refunds should be requested the day of the field trip.

## **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 each.
- 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 at each venue 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.

### **Lunches:**

- **Schools are not allowed to eat lunches inside any of the venues.** Outside spaces are still available. There will be no exceptions due to weather, so please plan accordingly.
- Public parks near Thanksgiving Point are a good alternative to eating on property. These areas have tables, 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 will not accommodate field trip groups.
- Let your greeter know if you are planning to eat on property.
- If you do choose to eat on property, please bring garbage bags to throw your trash away. Ask a staff member where dumpsters are located, or take it back to your school.