

# 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. There have been 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 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 from the scheduled arrival time 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 1:30 PM.
- No field trips are scheduled on Fridays or Saturday's property wide.
- Explorer and Explorer Plus field trips are not available from June 1st to August 25th property wide.
- Discovery field trips are not available from March 1st to May 31st property wide.
- Discovery field trips with 20 or less guests can check in with the front desk
- Explorer Plus field trips that are more than 15 minutes late will receive a shortened experience to ensure subsequent groups remain on schedule.
- If a scheduled group is more than 30 minutes late (without notifying Thanksgiving Point Education Reception), it is 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 the Education Reception.
- The 50% deposit includes a \$30 non-refundable processing fee for each venue, date, and time.
- Deposit payment may be made by credit card (preferred) or school check (not recommended). No personal checks are accepted.
- For schools visiting two venues, two deposits will be paid in advance.
- The remaining payment is due on the day of the field trip; the card used for the deposit will be applied to the balance later that day and a final receipt will be emailed within 3 business days.

- Alternate form of final payment may be used upon request before the day of the field trip to allow time for us to add it to our system.
- **Early final payments are not accepted.**
- Everyone planning to attend the field trip must arrive together and will be paid for in one final transaction with the school's credit card. We will only allow a maximum of 10 extra adults beyond the 1:5 ratio; they must be paid for by the school.
- Extra adults not being covered by the school's final payment must wait in the general-public line and check in separately from the field trip at the regular, full admission price.
- 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.
- Title 1 Scholarships are available to Title 1 Public and Charter Schools in Utah for grades K-8. Limited funding; first-come, first-serve.
- Utah County Scholarships are available to all Utah County Public and Charter schools for grades K-8. Limited funding; first-come, first-serve. Available for field trips to the Museum of Natural Curiosity or the Butterfly Biosphere only.
- iSEE Scholarships are available to all Public and Charter schools in Utah for grades K-8. Limited funding; first-come, first-serve.

### **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 two 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 a 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 who have scheduled a field trip on a scholarship, who cancel without prior notice, will forfeit their scholarship.
- 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 returned to the card on file that was used to pay for the field trip.

## **Chaperones:**

- Chaperone Ratio Requirements:
  - PK-6th grade – one chaperone for every 5 students
  - 7-12th grade – one chaperone for every 10 students
- Discovery field trips allow more than the required ratio for the same discounted rate as the students.
- With prior notice, groups with special accommodations that qualify for an Explorer or Explorer Plus field trip may bring up to a 1:1 ratio of chaperones for free.
- **Field trip groups that arrive at the venue without the required ratio of chaperones will not be admitted to the venue.**
- Chaperones are free when following the ratio for Explorer and Explorer Plus for field trips.
- One free teacher per class is included for all Explorer and Explorer Plus field trips.
- Extra adults, beyond the required ratio, will be charged \$6, up to 10 beyond the required ratio, at each venue for Explorer and Explorer Plus as part of the final payment by the school.
- Bus drivers are welcome to visit the venue for free and do not need to be included in the chaperone count.
- Strollers and siblings are not allowed on Explorer or Explorer Plus Field Trips.
- Strollers and siblings are allowed on Discovery field trips only.
- Explorer Field Trips for Grades 7-12 will need to have a purpose while inside the venue. Schools without an engaging assignment will be asked to leave the venue. Examples can include Photography Assignments, Lesson Plans, Scavenger Hunts, etc.
- All groups must exhibit proper chaperone supervision and appropriate student behavior, or they will be excused from the venue.
- Chaperones must stay with the students and engage with them during the field trip.

## **Lunches:**

- Schools are not allowed to eat lunch inside any of the venues. There will be no exceptions due to the weather, so please plan accordingly.
- The cafes, creamery, and restaurants will not accommodate field trip groups.
- 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 – 1850 W 1600 N St, Lehi
  - Bandwagon Park – 900 N 200 W, Lehi
  - Bluffdale Lions Park – 1760 W 14400 S, Bluffdale

**Photo Release:**

- Participants in Thanksgiving Point Institute events and programs are sometimes photographed and videotaped for use in Thanksgiving Point Institute promotional and educational materials. These audios, videos, and/or print images may be edited, duplicated, broadcast, and/or reformatted in any form and manner without payment of fees for promotional purposes.