



Farm Tour Field Trip Policies

All field trip policies must be read in full prior to booking. **No exceptions will be made.** Failure to adhere to these policies may result in your school being placed on a “cannot book” list for the following school year.

Booking Disclosure

All submitted attendance numbers at the time of booking must reflect the most accurate estimate possible and should closely match the final headcount. Inflated or intentionally understated figures are not permitted. For example, booking all 200 spots then turning in final numbers of 100 means there was no availability for another school to come. On the flip side, booking for 75 and turning in final numbers of 140 is unacceptable.

Final Numbers

Final attendance numbers – including a breakdown of students, teachers, and chaperones – must be submitted to the Events Coordinator **no later than 10 days prior to your scheduled tour date**. A list of chaperone names must also be provided in advance for day-of confirmation and check-in.

Chaperones/Siblings for School Groups

- Due to limited tour group capacity, **chaperones are limited to 1 parent per 15 students**. Siblings are not permitted to attend school group tours.
- As noted above, a list of confirmed chaperone names must be submitted with your final attendance numbers for day-of verification.
- Parents who are not confirmed chaperones and any siblings **may not show up at the farm to join the tour**.
- Any additional family members wishing to visit the farm must purchase admission at the main front gate entrance (*not tour check-in*) and students may meet non-tour family members **only after the tour has fully concluded**.

It is the responsibility of the school to clearly communicate these policies to parents and chaperones prior to arrival.

Payments

A credit card is required to hold your reservation, but it **does not get charged at the time of booking**. We do **not** issue invoices. Your booking confirmation email serves as your official itemized receipt/invoice. Final payment is due **no later than 10 days prior to your tour date**, along with your submitted final attendance number and chaperone name list.

Transportation Disclosure

Milburn Orchards is not responsible for arranging, providing, or coordinating transportation to or from the farm for field trips, tours or events. All transportation arrangements, including the selection of transportation providers, scheduling, and associated costs, are the sole responsibility of the visiting school, organization, or group.

Any costs related to transportation, including but not limited to bus rental, fuel, driver fees, or other transportation expenses, are not included in the field trip fees and will not be covered or reimbursed by Milburn Orchards.

By scheduling a field trip with Milburn Orchards, the visiting organization acknowledges and accepts responsibility for all transportation arrangements and related expenses.

Parking

All buses and vehicles attending a tour must park in the designated lot located at **1563 Appleton Road**.

- Parking in any other lot may result in delays for your group or may cause your group to miss the scheduled tour completely.

It is the responsibility of the school to communicate this to bus drivers and any confirmed parent chaperones arriving in separate vehicles.

Late Policy

Your scheduled tour time is your **START time**. Groups should arrive 15 minutes early, or with enough time to allow for unloading and organization prior to the tour beginning. Tours run approximately 1 hour and 15 minutes. Late arrivals will shorten your tour experience and will impact scheduled activities.

Cancellations & Weather Policy

Standard Cancellations: Cancellations must be made at least 10 days prior to your scheduled tour date. Cancellations within 10 days of the tour date are non-refundable.

Weather Policy: Tours are rain or shine. Milburn Orchards will only cancel for severe weather in the immediate area (lightning, tornadoes, or conditions that make safe farm operations impossible). Tours will **not** be canceled for rain or drizzle, and groups are expected to attend as scheduled.

- **If Milburn Orchards cancels due to severe weather**, we will attempt to reschedule. If rescheduling is not possible, the tour will be refunded.
- **If the teacher cancels due to inclement (but not severe) weather** within 10 days and no reschedule is made, there is **no refund**. Rescheduling is not guaranteed due to a busy tour schedule.
- For tours held during inclement (not severe) weather, we will make reasonable accommodations to ensure a positive experience. We encourage groups to prepare students for outdoor learning in varied conditions. A roll of garbage bags makes a quick and easy raincoat for the kids.

No Shows

Our tours fill quickly. A no-show means reserved spots cannot be offered to other schools and students who would otherwise have been able to attend.

- No refunds are issued for no-shows or unused reservation spots on the day of the tour.
- Overpayments and unused spots due to absences are non-refundable.
- Final attendance numbers are used for billing and program planning; refunds will not be issued for participants who do not attend.