Good Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

The Alice Ferguson Foundation is happy to welcome \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to Hard Bargain Farm on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Your trip is being set up based on \_\_\_\_ students as reported by your school.*If, for any reason, you have to cancel your field trip, please contact our office immediately by replying to all recipients of this email.*

**COORDINATOR RESOURCES**

Please visit our [Coordinator and Teacher Resource Page](https://sites.google.com/pgcps.org/parent-page/home/volunteer-coordinator-and-teacher) for more information specific to your trip.  The website includes all documents needed to prepare for your trip including various forms (including our Teacher/Coordinator Handbook, parent letter, permission slip, and medical form), maps/sleeping arrangements, packing list for students, and other helpful resources.  Please pass this information along to all teachers and chaperones attending the trip.

If you have any questions or concerns, please do not hesitate to reach out to our Education Team by emailing education@fergusonfoundation.org. Our team will be sure to get back to you to be sure you are ready for your trip!

**SCHEDULE**

You will find a schedule attached based on the preliminary number of students reported.

* Please remember the overnight trip is part of the Science curriculum and allows your school to satisfy the outdoor field experience component of the MWEE (Meaningful Watershed Educational Experience). All teachers should be reviewing the fifth grade science curriculum in order to complete the pre-activities prior to attending the trip as well as the post-activities for the synthesis and conclusion component of the MWEE. Fifth grade science teachers can follow this link to access the [5th Grade Trip MWEE Lesson](https://docs.google.com/document/d/1ol8QSGuXwzM4O7hXcmbsezpHiJQzUq1BV8qtzrEIlI0/edit?usp=sharing).
* **Special Needs** - Prior to your arrival, please inform our staff if you have anyone with special needs (allergies/hearing/vision/special medications/assisted walking device/wheelchair, etc.) so that we can best prepare to provide a wonderful experience to all participants.

**CHAPERONES**

Please make sure that you have adequate chaperones to properly supervise all students throughout the entire experience, including overnight.  Ensure chaperones are 'eligible' to participate before departing your school.  Please refer to [Administrative Procedure 4216.6](https://www.pgcps.org/globalassets/offices/general-counsel/docs---general-counsel/administrative-procedures/4000/administrative-procedure-4216.6---volunteer-services.pdf).

Chaperones should contact the [Background Unit/Fingerprinting Office](http://www.pgcps.org/fingerprinting) or call 301-952-7831 for cost, hours of operation and payment method.

*The Student Trip Administrative Policy, 6153, has recently been amended.  One impact on schools will be that chaperones are now required to show a negative Covid test within 72 hours of a field trip. This practice has become a standard procedure in many institutions that host overnight events.  As a center, we are relying on individual schools to enforce this policy prior to arrival at Hard Bargain Farm.*

**MEAL INFORMATION**

* Our budget covers meal costs for all meals after lunch on Day One.
* **On Day One, everyone needs to bring their own lunch/drink (as trash free as possible).**
* If any students have special dietary needs (intolerances, allergies, etc), please let us know as soon as possible so we can plan accordingly.

**SNACKS & S’MORES**

* Snacks and ingredients for making s’mores are not supplied by Hard Bargain Farm.
* Schools are welcome to bring snacks, extra drinks, and s’mores supplies (marshmallows, graham crackers, and chocolate) for their students to consume in the evening.
	+ We supply skewers for roasting marshmallows at the evening campfire.
* Please buy snacks, extra drinks, and s’mores that are as waste free as possible.
	+ Buying in bulk is less expensive and has less packaging.
	+ Any drinks should be packaged in recyclable containers.  Juice boxes can be recycled while Capri Sun pouches have to be thrown away.

**DELAYED OPENING/INCLEMENT WEATHER CANCELLATIONS**

If severe weather closes schools or if there's a one or two-hour delayed opening, all field trips are automatically canceled per the Transportation Department.  Please remind parents/chaperones of this policy. If this happens, we will try to reschedule your field trip before the end of this school year.

**HARD BARGAIN FARM T-SHIRTS**

Hard Bargain T-Shirts are available for $10 this year.  Your Education team will let you know when it is a good time to purchase these shirts during your trip.

**FINAL COUNTS**

* Hard Bargain Farm staff will call within 24 hours of your field trip to obtain your final counts of students, teachers, and chaperones.
* If your expected number of students participating in this program drops, an alternate schedule will be provided and your staffing requirements may change, as well as, bus reservations may need to be changed. Please let us know as soon as possible if your student participation drops.

We hope that your school enjoys their educational field studies experience at Hard Bargain Farm, and we appreciate all of your time and effort to make this trip happen!