



# Welcome to MacDonald's Ranch Annual Pumpkin Patch!

## 2023 Field Trip Letter & Forms

On the next few pages, you will find all the necessary information and forms needed for a field trip to our Pumpkin Patch! Please read this letter and the attached forms carefully as they list essential information regarding your potential field trip, what to expect upon arrival and throughout your time with us, and what is expected of your group. If you have any questions regarding the provided materials, please contact our main office or send us a direct email. Our contact information is listed in the footer of each page. Thank you for choosing to celebrate the fall festivities here with us at MacDonald's Ranch!

### Specifics:

- Field trips are to be reserved by **email** only! Please submit your forms as early as possible as we are limited in capacity, and the spots can fill up quickly! **If we do not receive a form by email, and you do not receive a confirmation email, you will not be able to participate in a field trip to the pumpkin patch!** Same day reservation requests are not permitted; as our facility is limited, we cannot accommodate "walk-up" groups/schools.
- **A minimum of 10 participants is required to reserve a field trip.** We require a 10 – 1 participant to chaperone/teacher ratio during your entire visit. Please do NOT leave your participants unattended at any time!
- Each group/school will have a reserved lunch area with standard picnic tables and a shade cover. **We do NOT have an area to hold sack lunches for your group/school that is air conditioned.** We are an entirely outdoor facility. Please plan accordingly! Coolers and bins are allowed on the property to store lunches at your lunch area, if needed.
- All the activities available for field trip participants and our ranch property are handicap accessible! Please contact the main office with any concerns or questions regarding handicap accessibility.
- As mentioned, we are an entirely outdoor facility. There is limited shade! Please ensure each participant always has a bottle of water with them and remains adequately hydrated during the field trip! There is **ONE** water bottle refill station located at the front office, if needed.
- Admissions **DISCOUNT** available: Donate 1 can of food or non-perishable item per person and receive \$1.00 off per person! **Limit \$1.00 per person.** Items can be brought on your scheduled field trip day!

### Hours Available:

- Field trips can be reserved for any **Monday, Wednesday, Thursday, or Friday in October.** The dates are as follows: October 2<sup>nd</sup> – October 27<sup>th</sup>. The last 2 weeks of the month tend to fill up the quickest. ***We will be closed on 10/30!***
- The ranch is **CLOSED** on Tuesday's and field trips are **NOT** available on Saturdays or Sundays. **THIS IS NON-NEGOTIABLE.**
- The ranch is open from 9:00am – 5:00pm each day. **Field trip arrival times are scheduled on the hour or the half-hour ONLY.** Departure times are up to the group/school, so long as it is before 5:00pm. Due to the heat and limited shade, we recommend scheduling your field trip arrival time BEFORE NOON.

### Parking, Drop-off, Arrival & Check-In:

- If traveling by school bus, a staff member will be stationed out front near the Admissions/Entrance gates to direct the school bus driver for drop-off & pickup. If traveling in small vans, cars or SUV's, there are parking spaces in the front and the back of the main parking lot for your use. *Our facility provides a large dirt parking lot in which can easily accommodate any group.*
- We request that your group meets all together in **ONE area near the entrance gates.** There will be a staff member out front to assist with the check-in process, complete payment (if necessary) and point out lunch areas.
- **Guests will not be admitted until ALL participants and chaperones have arrived and have been checked in by our staff!**
- Please have all your items (payment, lunches, staff, etc.) gathered BEFORE checking in for your field trip. This will help your group get into the pumpkin patch much quicker!



## Pumpkin Patch Field Trip Activities

Remember, each group of 10 participants MUST have at least 1 parent/guardian/teacher/chaperone accompany them to each activity. Parents/guardians/teachers/chaperones will receive a paper checklist upon check-in detailing all the activities that are included. **Outside of the checklist, ALL field trips are self-guided once you have been checked-in! We highly recommend that the group splits up, if possible, so that you can rotate through all the available activities!** If you are lost, feel free to ask any MacDonald's Ranch staff member for directions.

### What is Included with Your Field Trip:

1. All yard games (Connect 4, ring toss, bean bag toss, giant Jenga, cow milking, duck races, horseshoes and more!)
2. BIG train ride
3. Pedal car racetrack
4. Hay maze & hay climb
5. Self-guided scavenger hunt (a cell phone is needed for this activity)
6. Fall festival photo op spots!
7. Panning for gold
8. Petting zoo

### What is NOT Included with Your Field Trip:

1. Pony rides
2. Mechanical bull

We are FIRM on this matter and forms for the pony rides and the mechanical bull will NOT be provided in advance. Please discuss this matter with all chaperones/parents/guardians/teachers BEFORE arrival so there is no confusion. **NO Adults, whether they are parents/guardians or not, will be able to provide pony rides and/or the mechanical bull for their child/children if they are with them on the field trip during the scheduled field trip time. This is NON-NEGOTIABLE AND WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE!**

If any chaperones/parents have their OWN children with them on the field trip, and they wish to stay at the pumpkin patch AFTER the scheduled field trip end time to participate in the pony rides and/or the mechanical bull, that is acceptable. *Please check with the on-site contact for your group/school to clarify the scheduled field trip end time.*

The following numbered items MAY OR MAY NOT be available based upon your selected field trip option or upgrades. *Please consult with the on-site contact to clarify if your group has upgraded.*

3. Food for the petting zoo animals – If upgraded, you will receive colored tickets upon check-in.
4. Barrel Train – If upgraded, you will receive colored tickets upon check-in. This is a different train than the BIG train that is included with your field trip admission.
5. Pumpkins – Pumpkins are NOT included with ALL field trip options. A small pumpkin is included with 2 of the 3 options. *Please verify the selected pumpkin size with your on-site contact before heading to the patch!*
  - a. If you would like to upgrade to a larger pumpkin size, please indicate so on the form below.
  - b. Hand stamps will be given out to the participants OR participants & chaperones based on the option chosen and, if an upgrade is chosen.
  - c. Pumpkins can also be purchased on site at the pumpkin patch exit! Cash or credit/debit card is accepted.
6. Vendors – The gift shop, all food vendors and the face painter are not included. Field trip participants may bring their own money for the vendors, if desired and/or allowed by the school!

**All items and information listed above are non-negotiable. For all questions, concerns, or clarifications please contact our office via email or phone call. Please allow 24-48 hours for a response. Thank you!**

*By visiting MacDonald's Ranch, you voluntarily assume all risks related to exposure to COVID-19.*



## Field Trip Payment

Apart from Purchase Orders, payment must be completed IN FULL before your group/school will be admitted into the pumpkin patch, no exceptions. Described below are the 3 options for field trip payment as well as the "customer profile" form needed to process payment. If a parent/chaperone will be joining the group but paying themselves, please collect their fee BEFORE arriving and include them in your headcount. *Fees will not be accepted individually!*

1. Completing payment BEFORE the field trip date – *RECOMMENDED TO SAVE TIME UPON CHECK-IN!*
  - a. An invoice will be emailed through our processing app: Square. Once received, the invoice can be paid with a credit/debit card.
  - b. We can adjust your headcount and issue a refund if you have less numbers on the day of your field trip than what you paid for in advance via the invoice.
2. Completing payment THE DAY OF the field trip date
  - a. Cash, credit/debit card or check is accepted upon arrival.
3. Purchase Orders
  - a. Please be sure to **email** a copy of the purchase order in advance OR bring a copy with the onsite contact/teacher the day of the field trip. Once the group/school is checked-in, we will update the original invoice and send a final invoice via email through our processing app: Square.
  - b. The final invoice can be paid via a check sent to the ranch address or credit/debit card. **If payment for purchase orders is not received within 30 days of the field trip date, we will add a 5% increase each week that it is not paid.**

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### **FOR ALL PAYMENT OPTIONS, THE FOLLOWING INFORMATION IS REQUIRED TO COMPLETE A CUSTOMER PROFILE:**

**The information below should be for who will receive and process the invoice for payment or purchase orders.** Please make sure all information is accurate. ***Please print clearly and legibly!***

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date & Time of Field Trip: \_\_\_\_\_

Name of Onsite Contact (Group/Teacher): \_\_\_\_\_

Company/School Name: \_\_\_\_\_

Company/School Phone Number: \_\_\_\_\_  Mobile  Office

Company/School Address: \_\_\_\_\_

Company/School **Email** Address to Receive the Invoice: \_\_\_\_\_

### **Please check one of the following payment options:**

Invoice Before Arrival  Cash Day Of  Check/Card Day Of  Purchase Order

***Please check with the appropriate personnel and departments to ensure the above information is correct before submitting; otherwise, you will be asked to pay the day of.***

**Please return via email the completed section above, along with the next page to confirm your field trip reservation!**



## Day of Field Trip Information

**Please return via email this completed page with the "Customer Profile" section on the previous page to confirm your field trip reservation!**

Date of Field Trip: \_\_\_\_\_ Time of Field Trip: \_\_\_\_\_ TO \_\_\_\_\_

Back-Up Date: \_\_\_\_\_ Back-up Time: \_\_\_\_\_ TO \_\_\_\_\_

**On-Site** Contact Name: \_\_\_\_\_ **On-site** Contact Phone Number: \_\_\_\_\_

School/Group Name: \_\_\_\_\_

School/Group Grade(s): \_\_\_\_\_ Additional Info. About the Group: \_\_\_\_\_

**Email Address** for Reservation Confirmation: \_\_\_\_\_

**READ EACH OPTION BELOW CAREFULLY! Please mark your ONE field trip option choice for the entire group, select any upgrades desired, list your headcount below and calculate final totals!** If you have any questions or need clarification on what we consider a chaperone versus a teacher, please call our office for more detailed information.

### OPTIONS:

Option #1: \$7/participant; \$7/Chaperone; Teachers Free - **NO** Pumpkins included.

Option #2: \$12/participant; \$7/Chaperone; Teachers Free – **SMALL (softball size)** Pumpkins included for each **PARTICIPANT**.

Option #3: \$12/participant; \$12/Chaperone; Teachers Free – **SMALL (softball size)** Pumpkins included for **BOTH THE PARTICIPANTS & THE CHAPERONES.**

### VOLUNTARY UPGRADES:

Food for the Petting Zoo: \$1.50/cone

Barrel Train: \$3.00/ride

Medium Sized Pumpkins (Volleyball Size) - \$2/pumpkin

Large Sized Pumpkins (Basketball Size) - \$5/pumpkin

Extra Large Sized Pumpkins (Med&Large Combined Size) - \$8/pumpkin

### Worksheet for Totals:

Voluntary Upgrade: \_\_\_\_\_ QTY: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Voluntary Upgrade: \_\_\_\_\_ QTY: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Participants: # \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Chaperones: # \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Teachers: # \_\_\_\_\_

Canned Food Donation Discount: QTY: \_\_\_\_\_ X -\$1.00 = \$ - \_\_\_\_\_

**ESTIMATED TOTAL HEADCOUNT:** \_\_\_\_\_

**ESTIMATED TOTAL FINAL COST:** \$ \_\_\_\_\_

**Thank you and we look forward to hosting your group soon!**

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