

Welcome to MacDonald's Ranch Annual Pumpkin Patch!

2024 Field Trip Letter

Happy Fall, Y'all! On the next few pages, you will find information regarding field trips to our ranch! Please read this letter carefully. If you have any questions, contact our main office directly.

GENERAL INFORMATION

- Field trips can be reserved for any Monday, Wednesday, Thursday or Friday in October. The dates are as follows: Friday, October 4th – Thursday, October 31st.
- The ranch is CLOSED every Tuesday and field trips are NOT available on Saturdays or Sundays.
- Ranch hours: 9:00am – 5:00pm. Field trip arrival times are scheduled on the hour or half-hour ONLY. Field trip departure times are up to the group/school, so long as it is before 5:00pm.
- **SPECIAL HOURS ON THURSDAY, OCTOBER 31ST (HALLOWEEN DAY) → Last admission time is 12:00pm!!**
- Teachers receive free admission (I.D. is required to be presented upon arrival)!
- Discounted admission rates for groups and schools with a confirmed field trip reservation!
 - 3 admission options ranging in price from \$8/person to \$13/person

HOW DO I RESERVE MY SLOT?

Field trips are reserved by EMAIL only! Please submit your forms as early as possible! We limit group reservations each day to maximize your field trip experience. The last 2 weeks of the month are the busiest. Some dates may already be full at the time of your request or may fill up quickly.

****FIELD TRIPS ARE NOT CONSIDERED CONFIRMED UNTIL YOU RECEIVE CONFIRMATION FROM US DIRECTLY. IF WE DO NOT RECEIVE A FORM BY EMAIL, AND YOU DO NOT RECEIVE A CONFIRMATION EMAIL, THEN YOU ARE NOT CONFIRMED AND WILL NOT BE ABLE TO PARTICIPATE. SAME DAY RESERVATION REQUESTS ARE NOT PERMITTED, NOR ARE "WALK-UP" GROUPS/SCHOOLS AS WE LIMIT OUR DAILY FIELD TRIP CAPACITY. ****

PAYMENT INFORMATION

- Types of payment accepted: purchase orders, credit card, debit card, check, online invoice, and cash.
- Payments must be completed IN FULL before your group/school will be admitted into the pumpkin patch, NO EXCEPTIONS! We will not accept separate payments from participants, chaperones, teachers, or parents. If anyone needs to pay separately, please ensure the on-site contact collects their payment upon arrival.
- *Anyone who is NOT paying with the group/school will be charged the regular admission price.*
- Each group/school will receive a preliminary invoice at the time of the field trip confirmation, regardless of payment type. If you are not paying via invoice, you may disregard it once received.

- Payment before arrival:
 - RECOMMENDED TO SAVE TIME
 - An invoice will be emailed through our processing app, Square. Once received, the invoice can be paid at your convenience.
 - We can offer a refund if your headcount changes upon arrival.
- Payment at the time of arrival:
 - Cash, credit/debit card or check are accepted forms of payment upon arrival.
 - Please ensure your headcount is correct and that all fees have been collected.
- Purchase Orders:
 - Please be sure to email a copy of the purchase order in advance. If necessary, your onsite contact may also bring a copy of the purchase order. Once the group/school has been checked in, we will update the original invoice and send it via email through our processing app, Square.
 - The final invoice can be paid via check mailed to the ranch address or online.
 - If payment for purchase orders is not received within 30 days of the field trip date, we will add a 5% increase to the total each week that it is not paid.
- Discount available! Donate 1 (one) can of food or non-perishable item and receive \$1.00 off your admission price! *Limit \$1.00 per person.* Teachers are more than welcome to bring items for the food drive; however, since we offer FREE admission for teachers, we are not able to offer the \$1.00 discount for teachers.

WHAT IS THE CHECK-IN PROCESS?

1. We request that your group meets all together in one area near the front entrance. There will be a staff member there to assist you with the check-in process.
2. We will ask for your *field trip checklist form first*. We will then update your headcount (if necessary) and complete payment (if necessary).
3. We will then pass out the colored tickets for any upgrades selected and the teacher/chaperone checklist slips, and you will be allowed to enter at this time!
4. Cans for the food drive may be dropped off at this time, as well.

Please note: For safety, each group/school must enter as one – no stragglers please! Guests will not be admitted until everyone in the group has arrived and has been checked-in by our staff.

Our facility provides a large dirt parking lot in which can easily accommodate any group. There are parking spaces for small vans, cars or SUV's and a large back parking lot available for school buses.

WHAT ACTIVITIES ARE OFFERED?

We have a variety of activities available for our field trip participants! Your field trip with us is self-guided. If you are lost, feel free to ask any MacDonald's Ranch staff member for assistance. Please see the lists

below for included and excluded activities for your field trip. **Please remember as you go through the activities, we require a 10-1 student to chaperone ratio AT ALL TIMES!**

Included Activities: the walk-in petting zoo, panning for gold, pedal car racetrack, the BIG train ride, hay maze, hay climb, ALL yard games, the corn pools, the target toss, fall festival photo-op spots, and the self-guided scavenger hunt.

Excluded Activities: the barrel (small) train ride, pony rides and the mechanical bull.

We are firm on this. Please discuss this matter with all chaperones, teachers and parents BEFORE arriving so there is no confusion. NO adults (whether they are parents or not) can provide pony rides, the barrel train and/or the mechanical bull for their child/children if they are here 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 the chaperone/parent has their OWN child/children with them on the field trip and wishes to stay AFTER the scheduled field trip end time to participate in the excluded activities listed above, that is acceptable.

The following activities/items MAY OR MAY NOT be available based on the selected field trip option or upgrade(s):

1. Food for the petting zoo animals: if upgraded, you will receive colored tickets upon check-in.
2. Pumpkins: pumpkins are NOT included with ALL field trip options, only a select few.
3. 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.

MISCELLANEOUS INFORMATION

- Most activities offered for field trip participants and the ranch property are handicap accessible! Please contact our office if you have any specific questions or concerns regarding handicap accessibility.
- **We are an entirely outdoor facility! There is limited shade!**
 - Please ensure each participant has a bottle of water and remains adequately hydrated for the duration of the field trip.
 - Coolers and bins are allowed on the property to store lunches, if needed. Currently, we are unable to hold sack lunches for your group/school. If you decide to eat lunch with us, please advise in advance so that we can prepare a shady area for your group/school to eat lunch!
 - We recommend scheduling your arrival time before noon to avoid the heat of the day.
- It is highly recommended that your group splits up (if possible) so that you can rotate through all the available activities! Please remember the 10-1 participant to teacher/chaperone ratio!
- It is highly recommended that each group/school wear matching colors, tops or name tags.

- A hat, sunscreen and good walking shoes are also highly recommended!
- If you need to label the pumpkins for each participant, please do so with a sticker or name tag.
Please do not use a sharpie or marker!

LET'S GET YOUR GROUP RESERVED!

To reserve your field trip, please email the 2 (two) required forms: "Field Trip Request Form 2024" AND "Field Trip Payment Form 2024". Please ensure both forms are complete, and the information provided is accurate. Inaccurate OR missing information will delay the reservation process.

CONTACT INFORMATION

Direct Office Phone Number: (480)-585-0239

Direct Email Address: macranch@macdonaldsranch.com

Mailing Address: 26540 N. Scottsdale Road, Scottsdale, Arizona 85255

Physical Address: 26540 N. Scottsdale Road, Scottsdale, Arizona 85255. Please meet in one group near the entrance/admissions windows, which are both located underneath the American flagpole.

Website: www.macdonaldsranch.com

Field Trip Coordinator: Lexi Henry

Owner/Manager: Kelcie Binnion

Thank you and we look forward to celebrating the fall with y'all!

All information listed in this letter is non-negotiable and subject to change.