



# FIELD TRIP FAQ

We are so excited to have your group come tour with us. Please take a few minutes to look over the Frequently Asked Questions. If you don't see your question, please feel free to email us! Please prepare the following information when making a reservation:

- School Name and Address
- Day of Field Trip contact information
- Selection of preferred field trip dates
- Number of students (per grade) and total number of adults (the minimum adult to student ratio is 1:15)
- Preferred arrival and departure times
- Preferred programs and extra experiences
- Special needs or accommodations requests we should be aware of

## *Important contacts*

Program Director

920-726-6009

[katiew@farmwisconsin.org](mailto:katiew@farmwisconsin.org)

Office Hours : Monday - Friday 9 am - 4 pm

## **How do I make a reservation?**

Complete the field trip request form online anytime or call 920-726-6009 Monday-Friday, from 9-4pm. A minimum of 2 weeks advance notice is required to secure the group rate for field trips and book activities. Group rates are only available for groups of 10 or more students with advance reservations. To keep your reservation, we will require final headcount and full payment for your visit at least 1 week prior to your visit date. No changes to diminish headcounts will be allowed or accepted after the one (1) week deadline. There will be no refunds or credits given for persons missing or absent on the day of your trip.

## **How far in advance do reservations need to be made?**

Reservations must be made at least two (2) weeks in advance. Availability is on a first-come, first-serve basis, so advanced booking is highly encouraged, especially near the end of the school year. For all groups, to keep your reservation, we will require final headcount and full payment at least one (1) week prior to your visit date. No reservations will be accepted without at least two (2) weeks notice.

## **Where is Farm Wisconsin located?**

Farm Wisconsin Discovery Center | 7001 Gass Lake Road | Manitowoc, WI 54220

## **What times/days are you open?**

During the academic school year, Farm Wisconsin is open for school group bookings most Monday-Fridays from 9am-3pm. All dates are subject to availability as we do have maximum limits for attendance and programming available each day.

### Does Farm Wisconsin adjust to all grades?

We have hands on experiences for students between K-12th. Connecting your students' minds to the wonder of farming is our goal. Please select appropriate STEM activities/programming for your students.

### How many students can participate in a program?

Program capacities vary depending on the program.

For educational STEM, there is a 5 student minimum. Maximum capacities range from 15-20 students per session, depending on the STEM/programming desired and/or the venues we have available.

If your group contains more students than the limit allows, we will split your group and run multiple sessions to accommodate all students. All programming is subject to availability. Additional fees apply.

### How long is an average group visit?

On average, most field trips visit for around three - four hours. It takes about two hours to go through exhibits, birthing barn and farm tour, which then leaves you plenty of time for your required orientation upon arrival, lunch time, and other activities like Barn Yard Adventures, Theater Movies, and/or STEM or educational programs, if scheduled or reserved.

### What is the cost for a field trip at Farm Wisconsin?

The price varies depending upon the field trip you choose for your students. The base price for the academic year is \$5/ Student, \$10/adult. Teachers admission is free, and we give one complimentary adult admission for every 15 students.

Adding additional STEM/Programming to your trips does result in addition fees.

#### **Basic- \$5**

- Private Farm Tour
- Birthing Barn Access

#### **Primary- \$6**

- Scavenger Hunt throughout the Exhibits
- Private Farm Tour with a Tour Guide
- Program with Birthing Barn Manager
- STEM

#### **Advance- \$10**

##### **9-12th grade level STEM**

- Exhibits & Career Discovery
- Private Farm Tour with a Tour Guide
- STEM

Please check out our advance STEM field trips.

Farm Wisconsin Memberships are valid with field trips. Please notify us before hand with members names.

### Special accommodations/needs

Yes. If you have any attendees that need special accommodations, considerations, and/or who have any special needs we should be aware of, please let us know in advance. This would include, but is not limited to, attendees who are in wheelchairs, students with individual aides, anyone who is an English Language Learner and is bringing their own interpreter, and/or attendees who are deaf or hard of hearing that are bringing their own interpreter. Knowing this information in advance helps us prepare better for your group and allows a better experience.

### Adult Chaperone Policy

Field Trips must have one adult chaperone for every 15 students/children attending. An adult constitutes as any teachers, aids, school/organizational staff and/or parents that will be attending with your group. Failure to meet the required number of adults the day of your trip will result in \$20 charge for each missing adult, or loss of a program due to limit support.

### Adult Chaperone outside of the required 1:15 ratio

You can bring more adults than the ones required to fulfill our 1:15 ratio. However, those adults do not receive free admission. Only one (1) adult per fifteen (15) children in attendance will receive free admission to the discovery center. Any additional adults outside of this 1:15 ratio will be charged an admission fee of \$10.

### Adult chaperone's responsibilities during a field trip?

Proper adult chaperoning helps to provide a quality visit for your group for our other groups, guests, and members. As such, all adult chaperones are required to provide the following support by:

- Actively supervising the students/children assigned to them in all parts of the discovery center (including the Farm House Store, cafe, STEM, theater, and lunch areas).
- Staying with their assigned students/children at all times and enforcing all of our rules and policies.
- Making sure the students/children in your group stay with their adult chaperones at all times. (Un chaperoned students/children will be detained and unable to explore or experience exhibits without proper supervision)
- Being solely responsible for the behavior, well-being, and the discipline of their assigned students/children.

Being responsible for knowing the group's schedule and getting the group to scheduled lunches or programming at the appropriate times.

It is the group leader's job to make sure that all of the adults chaperoning are aware of their responsibilities. Farm Wisconsin Discovery Center reserves the right to expel any person or group behaving in a manner we deem unfit. In said cases, that person or group will be asked to leave the building immediately and they will not receive any refunds or credits. Persons or groups that are asked to leave may also jeopardize their chances to reserve or attend future visits to Farm Wisconsin Discovery Center.

### Cancel or change the date of Field Trip

Should you need to cancel or reschedule your visit, you must do so at least one (1) week prior to your visit date. Rescheduling requests made before or by this deadline will be allowed and we will work with you to find a mutually agreed upon new visit date. In this case, your payment will be applied to the new visit date. Cancellations or rescheduling requests made after the one (1) week deadline, or groups that are no shows, will receive no refunds or credits. Cancellations due to school/organization weather closures will not be penalized. In said cases, please contact the Program Director- [katiew@farmwisconsin.org](mailto:katiew@farmwisconsin.org) as soon as possible. If the reservation has not been canceled or rescheduled by the one (1) week deadline, all contracts become valid and enforceable.

## Final Head Count

Your FINAL headcount must be submitted one (1) week prior to your visit date.

Submitting your final headcount is extremely important especially if you have additional programming included on your reservation or are eating lunch here. We have limited amounts of space and capacity limits on all STEM, theater, and lunch areas, in addition to general building capacity limits.

## When is my payment due?

The full payment for your visit must be submitted one (1) week prior to your visit date. We reserve the right to cancel your visit if your payment is not received by this due date. There will be no refunds or credits given for persons missing or absent on the day of your visit. No decreases in headcount or changes to your programming will be accepted after the one-week deadline. Farm Wisconsin will not offer a refund if your headcount decreases after the one (1) week deadline.

## How can I pay for the field trip?

To make payment, you may pay with a check (payable to Farm Wisconsin Discovery Center), cash, or with a credit card over the phone by calling (920) 726-6000. If paying with a check and sent via the mail, allow enough time to submit your payment to your bookkeeper with adequate time for them to process it and to mail it out. As noted above, we reserve the right to cancel your visit if your payment is not received by your indicated due date. For check payments, please make checks payable to: Farm Wisconsin Discovery Center.

Attn: Katie Wade  
7001 Gass Lake Rd  
Manitowoc, WI 54220

Farm Wisconsin accepts MasterCard, Visa, American Express, or Discover Card payments over the phone by calling 920-726-6000 during open hours (F-Sunday, 9am-4pm).

## Farm Wisconsin Memberships

Yes, you can use your Farm Wisconsin Membership to cover the admission. Please notify Farm WI staff before hand with members first and last name during booking.

## Rules of Conduct

The items listed below are our rules of conduct. We require that the group leader share these rules with all the students/children AND adults chaperoning in your group prior to your visit.

- No running, shouting, or horseplay.
- Students/children must stay with adult chaperones at all times. Unchaperoned students/children will be detained and unable to explore or experience exhibits without proper supervision.
- Adult chaperones must stay with their students/children at all times.
- No food, gum, or beverages are allowed on exhibit floors, birthing barn, theaters, etc.
- Respect other groups and individuals in the museum.
- Farm Wisconsin is a hands-on, self-guided museum. Exhibits are "user-friendly," but they can be damaged. Therefore, exercise care in their use and respect museum property.
  - Please have an adult by the sand table to help keep all sand in the table.
- Birthing Barn: Please be mindful that the students will be seeing blood and smelling different aromas then they are typically used to. The blood is only from the umbilical cord breaking and aromas is straw/shaving, but sometimes doesn't sit well with them. The Birthing Barn Assistants and Manager
  - "Quiet Zone" Please remind the students that this is a quiet zone EVEN IF a cow isn't in labor. Typically, the cows have never been here before and have never seen someone of that height. To the cows, you are predators. This time in a cow cycle is one of the most stressful. We like them to feel comfortable in their environment for easy delivery. If at any time they feel stressed, this may prolong the birthing process.

- Students CAN NOT enter the Birthing Barn without an adult. Please remind them that this is a “Quiet Zone” and can cause stress to our cows. You will be asked to leave if a Birthing Barn Assistant/ Manager feel the cows are getting too stressed.

These rules are to keep everyone safe and to allow maximum enjoyment of our programs and facilities for your group, other groups in attendance, our Members, and the general public. Farm Wisconsin Discovery Center reserves the right to expel any person or group behaving in a manner we deem unfit. In said cases, that person or group will be asked to leave the building immediately and they will not receive any refunds or credits. Persons or groups that are asked to leave may also jeopardize their chances to reserve or attend future visits to Farm Wisconsin Discovery Center.

### **Bus Drop off**

Unless otherwise stated, if you are arriving by bus, buses will need to drop off your group at The Main Entrance at Farm Wisconsin, which lies on the South end of our building. Please remain on your bus(es) until your group is greeted. Should we need your bus to drop you off in a different location, this will be noted in your confirmation materials and listed in your schedule in the meeting place column.

Once greeted, you will enter the Main Entrance Doors where School Experiences Coordinator, and/or another Farm Wisconsin Discovery Center Staff Member will be waiting to welcome you, collect your actual headcount, give your group a brief, 10-15-minute orientation, and distribute any other further information.

### **Parking**

#### **School Bus**

- Please have the bus driver pull up to the front main entrance of Farm Wisconsin and drop off students and adults.
- Please have the students stay on the bus until you have checked in with the front desk.
- After drop-off, the bus driver can park the bus in our bus parking which is located on the east side of the building (follow the driveway around the playground and park by orange cone/ Conference center entrance.)
- Once the bus driver has parked, they need to check in with the receptionist to get any updates they need. (i.e. if taking a farm tour, the time to leave and where to meet, lunch drop off)
  - Bus drivers do get free admission and are able to enjoy the Farm Wisconsin experience during the time of the field trip.
  - Please make sure they know to be at their designated places 10mins beforehand.

#### **Cars, Vans, Small School Buses**

- Please park in the main parking lot and enter through the front main entrance of Farm Wisconsin. Unless you are planning on eating lunch here, then please park in the Conference Center Parking for easy convince

### **We are going to be late! What should we do?**

Timely arrivals are ESSENTIAL. Please plan in advance and do everything possible to arrive on time. Make sure to allow enough travel time to account for weather, traffic, road conditions, etc

If your group is going to arrive later than your scheduled arrival time, please contact Farm Wisconsin 920-726-6000 as soon as possible. All scheduled programs begin at the time stated on your confirmation and contract. Late arrivals may result in the cancellation of museum activities (including any labs, programming, movies, and/or tours) without refund regardless to the reason behind the tardiness, even issues with busing. No refunds or credits will be given for missed programming and programming cannot be held or pushed back for groups that arrive late.

### **Do I need to bring or do anything the day of my field trip?**

Upon arrival, the first question you will be asked is the ACTUAL count of how many total students and total adults you have in your group. This is the total amount present at that moment, NOT the amount that you submitted or have paid for. Having this information will get your group off on the right foot! It is a safety requirement that we know the exact number of people in our building on a particular day, so your field trip cannot begin until we have those numbers. Please come prepared with this exact count ready to relay to our staff.

Please assign your students to your adult chaperone's BEFORE your arrival at Farm Wisconsin. Materials and space are only prepared or available for the amount of attendees listed on your confirmation. Please respect this number and split your group up as we have specified in your confirmation materials. Please inform your adult chaperone's of group splits and make sure each one knows their group's schedule for the day. Schedules within the same school/organization may differ depending on programs requested or lunch times available.

Even though our name says Farm Wisconsin, we are a tourist destination. There is no need for "Barn Clothes" or "Muck Boots" as when we tour the dairy farm, you are on the bus the whole time. Please wear comfy shoes as we will be moving around a lot!

### **What should my group do with coats, hats and gloves?**

Farm Wisconsin has a coat rack available to use upon your arrival. You will not be needing them for the dairy farm tour as the bus is warm.

Farm Wisconsin Discovery Center assumes no liability for lost, stolen, or damaged items. Please advise all students and adult chaperone's to leave valuable items at home.

### **Our schedules have our group split up for lunches and/or programming. Do I have to follow these splits?**

Yes! Materials and space are only prepared or available for the number of attendees listed on your confirmation. Please respect this number and split your group up EXACTLY as we have specified. Please assign your students/children to an adult chaperone BEFORE your arrival at Farm Wisconsin and separate groups for programming as indicated in your confirmation materials. Please inform your adult chaperone's of group splits and make sure each one knows their group's schedule for the day. Please note that some things do change in the schedule and to be flexible.

### **Can we eat lunch at Farm Wisconsin?**

Farm Wisconsin Discovery Center does have a lunch room available to eat packed COLD lunches. However, you must let us know upon reservation that you will require a lunch time as a time and space must be pre-arranged. Due to the number of seats available in our lunch room, we pre-assign all groups a specific, 30-minute lunch time. Your group may be split up for lunch times based on seating availability and/or programming.

### **How should we contain the lunches and where will they be stored? Is there a fee?**

It is a courtesy for us to store lunches and provide help unloading for groups. However, to remain so, we do require assistance from each group in regards to containing their lunches. As such, we will require that all groups who have reserved a lunch time MUST bring their lunches contained in suitable containers labeled with your group name/letter. Such suitable containers include boxes, coolers, laundry baskets, plastic storage totes, etc. No containers will be provided to you.

Example: your schedule will have group letter/number by it. Please keep lunches and that group letter/number the same for smooth transition at lunch time.

### **Farm WI Schedule**

**Group A- group A lunches together**

**Group B- group B lunches together**

**Group C- group C lunches together**

*Due to programming, other scheduling issues, or lunch space capacities, groups may be divided into different lunch times. Thus, we highly suggest groups separate their lunches into separate containers based on lunch times and label those containers with the group letter. When groups arrive, lunches will be collected and stored for your group.*

### **Can I buy a souvenir at Farm Wisconsin?**

*Yes! Our Farm House Store merchandise reminds us of the dedication our Wisconsin Farmers have for producing healthy food in a clean and sustainable way. You'll find a wide variety of farm-themed gifts, toys, and snacks. Whatever you choose, you'll remember your trip to Farm Wisconsin Discovery Center.*