



SCHOOL GROUNDS

Field Trip Application

SCHOOL INFORMATION:

School Name: _____ Grade: _____
School Address: _____ %F/R Lunch: _____
Point of Contact Name: _____ Phone (day): _____
Email Address: _____
Total # students (max 30): _____ Total # chaperones (free): _____

FIELD TRIP TOPIC: *Please select one topic.*

- Growing Plants: From Seed to Harvest Hunting for Insects in the Garden The Power of Pollinators

DATE AND LOCATIONS: *Please select all possible dates and locations.*

Please select all possible dates and locations that fit within your school's schedule, and we will get back to you with our availability.

Location Options:

- The Learning Farm at City Green (171 Grove Street, Clifton NJ)
 The Learning Garden in Eastside Park (800 Broadway, Paterson NJ)

Dates:

- | | | |
|--|---|---|
| <input type="checkbox"/> Wednesday, May 4th | <input type="checkbox"/> Thursday, May 5th | <input type="checkbox"/> Friday, May 6th |
| <input type="checkbox"/> Wednesday, May 11th | <input type="checkbox"/> Thursday, May 12th | <input type="checkbox"/> Friday, May 13th |
| <input type="checkbox"/> Wednesday, May 18th | <input type="checkbox"/> Thursday, May 19th | <input type="checkbox"/> Friday, May 20th |
| <input type="checkbox"/> Wednesday, May 25th | <input type="checkbox"/> Thursday, May 26th | <input type="checkbox"/> Friday, May 27th |
| <input type="checkbox"/> Wednesday, June 1st | <input type="checkbox"/> Thursday, June 2nd | <input type="checkbox"/> Friday, June 3rd |

TIME:

Field trips take place from 9:30AM - 12:30AM. This includes instructor-lead activities, as well as optional unstructured time for lunch and free play in the garden.

If this time range does not work, please write your preferred time below and we will do our best to accommodate your request.

Preferred Time: _____



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Field Trip Policy

Pricing & Payment

- Field trip costs are \$11 per student. Financial support eligibility is determined by the school's % free/reduced lunch, and will be included in the price quote.
- Payment by cash/check is preferred and should be made on the day of the trip. Payment by credit card must be requested by email.
- Chaperones are welcomed on City Green field trips at no cost.

COVID Safety

- Students and staff are not allowed on site if they have any COVID symptoms or have been exposed to the virus.
- All activities will be socially distanced as best as possible.

Inclement Weather

- City Green Field Trips are outdoors and weather dependent.
- Trips will be canceled if there are heavy rains, snow, or temperatures above 95°F.
- Weather-based cancellations will be made at 7:00 AM on the morning of the trip.

City Green Facilities (Parking, Bathrooms & Picnic Tables)

- City Green does not provide transportation. There is parking for buses and cars at our Clifton and Paterson sites.
- City Green has Porta-Potties available, but there are no full public restrooms available.
- Students and chaperones should bring their own filled water bottles.
- Classes are welcome to stay for lunch at our Learning Gardens. We have limited picnic table space, so groups should bring blankets or seat pads for students to sit on.

Allergies & Medical Conditions

- City Green should be alerted in writing a week before the field trip of any relevant medical conditions of staff or students. On the day of the trip, the contact person must identify these individuals to the School Grounds Manager.
- City Green is not responsible for providing or administering medication.

Student Behavior and Safety

- Students should be broken into three groups before arriving on the trip and students should stay in their assigned groups throughout the trip.
- Students should also wear the proper apparel to ensure a safe trip. This can include close toed shoes, hats, sunscreen, rain jackets, and/or warm layers, depending on the weather.
- Students and adults must follow the instructions of City Green staff on proper use of tools and handling of animals. Anybody intentionally and/or repeatedly violating these instructions will not be able to participate in the activities.



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Field Trip Release

Photo Release

Do all students have a valid, signed photo release on file?

- Yes
- No

City Green may take photographs, recordings, interviews, videotapes, motion pictures, or similar visual recording of students and staff. Any such items will only be used for non-commercial promotional purposes, and no names or identifiers will be used.

Release of Liability

I, as an authorized representative of _____, have read the Field Trip Policy and agree to the terms and conditions. Individuals that are found violating City Green policies will be notified by City Green staff. If they continue to violate the policies, they will not be able to participate in the field trip.

I hereby release and discharge City Green and its respective trustees, officers, agents, employees, and any other persons or entities acting on their behalf from any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, either in law or in equity, relating to injury, disability, death or other harm, to person or property or both, arising from student and staff participation in and/or presence at the field trip described above. Permission slips for the trip should indicate this release.

Name: _____

Date: _____

Title: _____

Signature: _____