



Instructor-led Field Trips – By Reservation on Fridays 10am-5pm

Dallas Farmers Market – The Shed and Mama Ida Garden

1010 S. Pearl Expy

1. The Dallas Farmers Market is committed to teaching the next generation more about where their food comes from and how to eat more nutritious meals. We want to make sure your student group has the best experience possible at the Dallas Farmers Market, so read through the following information before making a reservation for your student group.
2. **Scheduling on for Friday Field Trips.** Scheduled forty minute Instructor-led programs will be held on Fridays, 10am to 3pm with each program starting on the hour. All TEKS based activities are designed and led by a certified teacher.
3. **Student Group Size and Adult/Child ratio-** The minimum size for a group is 20 student and the maximum size for a group is 75 students. The Dallas Farmers Market asks that groups have a ratio of 10 students to 1 adult (teacher or chaperone).
4. **Fees and Payment-** Instructor-led programs are \$6 per student, \$3 per adult (waived fee for one teacher/twenty students) Twenty-five percent of payment will be made to schedule the field trip program with the remainder due by school check on day of arrival. School checks made out to DF Market 1, LLC.
5. **Cancellation and Rescheduling-** If your group is unable to attend a reserved field trip, it is your responsibility to contact us of the change. If you do not contact us 24 hours in advance, you will receive an invoice for the amount of the estimated students. Your reservation may be rescheduled once, if there is other schedule openings. A \$25 change will be charge for additional reschedules. We will do our best to accommodate late arrivals, but we reserve the right to cancel or adjust program as needed. All changes must be writing via email to info@dallasfarmersmarket.org
6. **Weather/Environmental Days-** The Dallas Farmers Market-The Shed is open rain or shine, however we do have a bad weather/environment plan for field trips. (Attached in Appendix) If there is inclement weather, we will contact you by 8am the day of your field trip to help you reschedule.
7. **Make a Reservation –** Completely fill out the reservation form and submit by email to info@dallasfarmersmarket.org . Dallas Farmers Market Administration will contact you for scheduling your groups' fieldtrip program.

- 8. Prepare for the field trip-** Prior to your arrival you will receive information about what to expect for lesson themes, so you can prepare the students. It is best to assign the student and chaperones to small groups prior to arriving the DFM-The Shed. The teachers and chaperones are held responsible for students' conduct, so make sure you have informed your chaperones of these rules.
- Any behavior that endangers the safety of our staff, vendors, or others will result in your group being asked to leave the premises.
 - **Do** have your students wear t-shirts or nametags that include their school/daycamp/daycare name (not the student's names).
 - **Do** stay with assigned students at all times. Have chaperones exchange contact information with teachers prior to arrival in the event your group gets separated.
 - **Do** understand that the Dallas Farmers Market is a place of business and respectful behavior is expected. Walking and indoor voices are encouraged.
 - **Do** place all trash in the containers within The Shed.
 - **Dress** for the weather and for walking.
- 9. Parking and Arrival – 1010 S. Pearl Expy, Dallas, TX** Buses and vans can enter off César Chavez onto Taylor St. on the north side of The Shed. Large buses need to call the Courtesy Officer, 214-878-1619 before arrival for parking assistance. Assemble your students by the stage on the Cesar Chavez side of The Shed.
- 10. Restrooms** – Plenty of public restrooms are available just south of The Shed and in The Market building where drinking fountains are also available.
- 11. Emergencies-** The school group is responsible for their general first aid kit. Teachers/Chaperones are to call 911 for other emergencies. Lost and Found: We will hold items for two weeks in the Administration office, contact info@dallasfarmersmarket.org
- 12. Lunches** – Groups can bring their lunches to The Shed and each in our designated area. Please bring towels for the students to sit on the floor of the stage. Please bring lunches in wheeled coolers/carts to transport them to The Shed.
- 13. Contact Information-** Amanda Vanhoozier, Dallas Farmers Market, 920 S. Harwood St. Dallas, TX 75201, 214-664-9110, info@dallasfarmersmarket.org



Field Trip Reservation Form				
Reservation Procedures and Field Trip Guidelines: <ol style="list-style-type: none"> 1. Complete this form and submit to Dallas Farmers Market at least two weeks prior to your desired date, along with payment. The cost is \$6 per child, \$3 per adult (Teacher fees waived at a 1:20 teacher/student ratio). Payments are accepted in the form of personal check, cashier's check, or money order, payable to DF Market 1, LLC. All payments are non-refundable. In the event of inclement weather, field trips may be rescheduled. Field trip reservations will not be placed until full payment is received. 2. Field Trip Form and Payment may be submitted in person between the hours of 8:00am and 4:00pm Monday - Friday at 920 S. Harwood St., Dallas, TX 75201, or mailed to the same address. 3. Field trips are offered every Friday. Scheduled TEKS-aligned field trip activities occur every hour on the hour, and last between 30-45 minutes. 4. Each field trip group is required to provide a minimum of 1 chaperone per 10 children/students. Field trip group size must be between 20-75 people. Exemption by approval. 				
School/Organization Name:				
Email:			Fax:	
Address:		City:		Zip:
Contact/Teacher Name:			Mobile Phone: (required)	
Group Type (Please check the appropriate box):				
Public School	Private School	Homeschool	Daycare	Head Start
Scout Group	Other (Please Specify):			
No. of students:	No. of adults (including teachers):		Grade level of students:	
Field Trip Date (Fridays only):		Time (circle): 10:00am 11:00am 1:00pm 2:00pm		
By signing this form, I am requesting a Field Trip reservation at the Dallas Farmers Market – The Shed for the date and time listed above. I understand that field trips may be rescheduled in the event of inclement weather. I agree to indemnify and hold harmless this market and its directors, employees, representatives, and agents, from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever, arising out of or related to my activities at this market.				
Teacher Signature:			Date:	

APPENDIX A

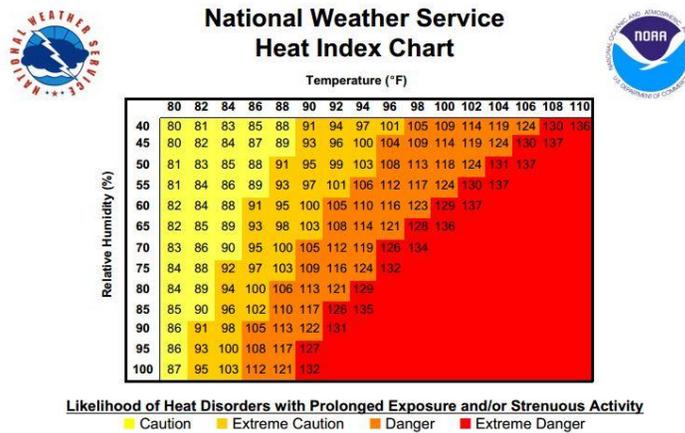
Weather/Environmental Conditions Guideline for the Dallas Farmers Market Fieldtrips

To protect the health and safety of the students while on fieldtrips at the Dallas Farmers Market. We acknowledge that local weather and environmental conditions are frequently at intensities that may result in health consequences, therefore we will take the following measure to protect the students, teachers, and chaperones.

A call and email will be made to the responsible party the morning of the fieldtrip, if there is concern for a weather/environmental day.

Hot Weather:

Everyone should be hydrated prior to the arriving at the Dallas Farmers Market. We shall provide a water on site for those attending the fieldtrip when the heat index is above 101.



Air Quality Index

When the air quality index is red, purple, or maroon, the field trip will be cancelled and rescheduled.
http://airnow.gov/index.cfm?action=airnow.local_city&cityid=234

Cold Weather

Dress appropriately for cold weather as The Shed is an outdoor pavilion. The field trip will be cancelled and rescheduled if the temperature/wind chill is below 32 degrees on the day of the fieldtrip.

Thunderstorms

The buses can park close to The Shed, but will not be under the roofline. Plan ahead to keep the students dry as they walk from the bus to the pavilion. If lightning or thunder is present, the students will be asked to stay on the bus 15 minutes after the lightning has passed.