

THINGS TO KEEP IN MIND FOR YOUR TRIP TO DIAMOND D RANCH

TIME:

- The field trip is from 10am-1pm. If you need to arrive or leave outside of this time frame, please tell the office when booking the field trip.
- Once the field trip has ended, everyone must exit. Including any chaperones that drove separately.
- Everyone will eat lunch before the trip is over, but we do not have a set schedule/time for it. We go with how it flows best for the groups that day.

GROUPS:

- We will keep you grouped with your class for the entire day.
- Please complete the DocuSign that is sent prior to the field trip date.
- When completing the DocuSign please make sure to read it carefully.
- "Groups/Classes" within your organization are to not exceed the maximum of 35 total each group/class; this does include students, teachers, staff, and chaperones.
- Please note there is a photo release on DocuSign. If any parent wishes to not have their child photographed to be used for advertising or on our social media/website, they will need to be listed. If no children are listed, then we assume that all of the children's parents have been notified and have signed off on the release.

ALLERGIES:

- All animal feed contains peanuts. Please do not let anyone with a peanut allergy touch the animal food. You can bring carrots in place for anyone who needs them.
- If a child has an animal allergy, please inform the staff members at each station.
- Please keep any necessary inhalers, epi-pens, or medicines with you at all times during the trip.

FOOD:

- We do not serve food on the ranch. Everyone must bring a packed lunch and drinks.
- We do not have a place to store food so ensure you pack children's lunches in a cooler.
- There is now a vending machine at the event area if you wish to purchase it does take card or cash.

TEACHERS/STAFF:

- We allow 1 free teacher/staff member for every 15 children. If you are out of the ratio, it will be \$16.00 + tax (if no exemption is on file) per teacher/staff member.

PARENTS/GUARDIANS CHAPERONES

- All chaperones attending must get approval from the school/ Organization.
- We ask that you collect payment from parents attending ahead of time and submit payment with your school's check.
- If you are unable to collect from parents ahead of time, please have them pay through the attached parent/chaperone payment link as soon as possible (no later than 48 hours prior). Payment for parents can not be taken at the door and must be purchased in advance through the school or the link. We need to know how many parents will attend ahead of time, so they must be listed in your Docusign final count (even if they are paying through the link).

ATTIRE:

- Everyone needs to wear closed-toed shoes with backs.
- Please apply bug spray and or sunscreen PRIOR to arrival (if needed).
- Children will not be able to wear hats on the ponies.

PONIES:

- Our ponies have a maximum weight limit of 100 pounds. For children 10 and under only.
- Parents can walk with a child if they are nervous, just ask the staff first. Pregnant women are not allowed in the pony ring.
- It is safety first at the pony rides! Please consult a staff member before entering the pony ring.

MINIMUM

- There is a 50-person minimum charge of \$800.00 or \$16.00 per person that is in attendance, whichever is greater.
- The minimum charge can be voided if there is another field trip in attendance on the same day. However, if that field trip cancels the minimum charge will be due the morning of the field trip.
- It is your responsibility to check with our offices 48 business hours prior to the field trip to verify the amount due.

CANCELATION

- Field Trips Canceled within 24 hours of the scheduled date must pay a fee that equals 25% of the total amount owed on the invoice.
- Field trips canceled less than 24 hours of the scheduled date are required to pay the full amount on the invoice.

PAYMENT

- Payment is due the day of the field trip. You may call to pay ahead of time or bring payment the morning of;
 - Please see Jewel, Erica, Meagan, or Amber for payment.
- We accept cash, debit cards, credit cards, and checks.

PLEASE NOTE!

Communication is Key!

We look forward to hosting your field trip!

Thank you, Diamond D Ranch Management.