



## SCHOOL GROUNDS

# Service Learning Field Trip Application

Give back to your community while learning about food, urban farming, and the environment at City Green's Farm and Eco-Center!

Service Learning Volunteer Field Trips are for students grades 5th to 12th, and is limited to 30 students per trip. Groups with participants under the age of 18 must be accompanied by 2 adults for every 15 children, and at least one of those adults must be a school teacher or staff.

The approximately 2.5 hour program is broken down into the following components:

- 30 minute tour and introduction including rules/protocols
- 45 minutes of hands on work out in the fields and gardens
- 45 minutes of an educational activity
- 30 minutes for free time/snack

### SCHOOL/GROUP INFORMATION:

School/Group Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ %F/R Lunch: \_\_\_\_\_

Point of Contact Name: \_\_\_\_\_ Phone (day): \_\_\_\_\_

Email Address: \_\_\_\_\_

Total # students (max 30): \_\_\_\_\_ Total # chaperones (free): \_\_\_\_\_

### DATE & TIME:

Field trips generally place from 10:00AM - 12:30PM or 12:30PM - 2:30PM.

Preferred Date: \_\_\_\_\_

Preferred Time: \_\_\_\_\_



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### STUDENT INFORMATION:

Do you have any specific learning goals for this trip? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are any of your students English-Language Learners? If so, what languages? Will there be a teacher, staff member or chaperone available to translate? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do any of your students have food related allergies or dietary restrictions?

\_\_\_\_\_

\_\_\_\_\_

Is there anything else we should know to support your students' learning on this trip?

\_\_\_\_\_

\_\_\_\_\_



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## Field Trip Application

### TRIP ACCESSIBILITY

Please indicate any disabilities, sensitivities or limitations of members of your group that would impact their participation in field trip activities. This information will help us modify programming and make reasonable accommodations.

Leave page blank if this is not applicable to your group.

If any boxes are checked, City Green will reach out to get more information and discuss relevant accommodations in more detail.

#### Limited Mobility

- Limited mobility
- Difficulty moving on uneven or unpaved surfaces
- Difficulty coordinating (dance/acting)
- Difficulty holding and using hand tools

#### Communication & Social Limitations

- Difficulty working in groups
- Difficulty communicating

#### Limited Hearing/Vision

- Difficulty hearing environmental sounds
- Difficulty hearing verbal instructions
- Difficulty reading signage or written instructions

#### Sensory Limitations

- Difficulty touching dirt/plants
- Difficulty hearing loud sounds
- Difficulty with strong smells/tastes

If you checked any boxes, please share any relevant information: \_\_\_\_\_

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Please describe any disabilities, sensitivities, or limitations not listed in the list above:

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# SCHOOL GROUNDS

## Field Trip Policy

### Facilities & Accessibility

#### CITY GREEN FACILITIES

- City Green trips are fully outdoors at both Paterson and Clifton locations.
- Porta-potties and hand sanitizer are available at both sites. Full public restrooms are NOT available for general use.
- Trips are encouraged to use shaded picnic spaces for lunch. Outdoor picnic seating is limited (18 max). Lunch refrigeration is available at Clifton Location.
- Students and chaperones should bring their own filled water bottles. Potable water is very limited at both locations.
- Parking is available for buses and cars. City Green does not provide transportation.

#### ACCESSIBILITY

- City Green will make reasonable accommodations to make our Field Trip program accessible.
- The Learning Farm in Clifton contains a paved educational area with wheelchair and stroller accessible paths. Upper and lower food production fields are only accessible by grass or gravel paths. Wheelchair accessible porta-potties are available.
- The Learning Garden in Paterson contains no wheelchair accessible areas, and has hills without paved paths.

### Payment and Cancellation

#### PAYMENT POLICY:

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

#### 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.
  - Trips will be rescheduled depending upon City Green and school availability.

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## Field Trip Policy

### Safety Protocols

#### COMING PREPARED AND ON SITE SAFETY

- All visitors must wear the proper apparel for the outdoors. This can include closed-toe shoes, hats, sunscreen, rain jackets, and/or warm layers, depending on the weather.
- All visitors should bring filled water bottles to stay safely hydrated. Potable water is not always available.
- All visitors must follow City Green's instructions on proper tool use, food safety, and animal handling. Anybody intentionally and/or repeatedly violating these instructions will not be able to participate in the activities.
- Students must stay in their assigned groups and locations throughout the trip.

#### BEE ALLERGY SAFETY (see Bee Allergy Policy & Protocol)

- All visitors must review and sign City Green's Bee Allergy Policy & Protocol prior to the trip (see last page).
- City Green must be alerted in writing a week before the field trip of any bee allergies of staff or students.
- On the day of the trip, City Green Bee Allergy Protocols must be submitted for all visitors. These individuals must be identified to the School Grounds Manager immediately upon arrival.

#### COVID SAFETY:

- Prospective visitors must stay home if they have any COVID symptoms or have been exposed to the virus.
- Hand sanitizer is available at all times. Hand washing when possible.



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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: \_\_\_\_\_