

## Teacher Field Trip Information

We welcome you to Burritt on the Mountain and look forward to your visit. Please review the following information to make your trip run as smoothly as possible.

### Before your visit:

- ✓ Make sure you have filled out and submitted a field trip request form. A member of our staff will contact you to confirm your reservation.
- ✓ If you need to make changes to your reservation, such as a change in numbers, please do so as soon as possible.
- ✓ Please inform us of what method of payment will be used to pay for admission. If you are using a purchase order (PO), indicate this on the reservation form and bring a copy with you to submit upon arrival.
- ✓ Bus reservations and transportation are your responsibility.
- ✓ Buses should drop students off by the Welcome Center. If the buses are staying onsite, they should then be parked across the parking lot in the designated area.
- ✓ We do not cancel field trips due to inclement weather until the morning of the field trip. Cancellations due to severe weather will be made without charge. We will work with you to reschedule events influenced by inclement weather.
- ✓ Burritt reserves the right to charge a 25% fee if cancellations are made less than 2 weeks in advance for any reason except inclement weather.
- ✓ Instruct your students to dress appropriately for the weather; it can be 5 degrees cooler and windy on the mountain. We will be outside during the field trip. Sturdy shoes for walking (no flip flops) are encouraged. Long socks or pants are needed when hiking our trails.
- ✓ If you are running late on the day of your field trip, please let us know what time to expect you. We have reserved our staff and site for your reservation time. Tardiness may mean that activities are shortened or eliminated.

### Lunches:

- ✓ Plan to bring sack lunches with a beverage to eat at Burritt.
- ✓ Pack lunches in a class cooler or box so they will travel, unload and store easily. Plan to unload your lunches to a designated location upon arrival.
- ✓ We have picnic tables available and plenty of room for your class to eat their lunch. They will eat lunch outside unless we contact you about an alternate lunch plan due to inclement weather.
- ✓ A limited variety of drinks and snacks (i.e. chips, granola bars, and candy) can be purchased at the Welcome Center Tuesday through Friday.
- ✓ Remember to take your coolers with you after you complete your field trip.

### Accompanying Adult Chaperones:

- ✓ While we have no maximum number of adults that may accompany your group, we recommend bringing 1 parent/adult per 5 elementary students. There should always be at least 1 adult per every 10 children.
- ✓ Bus drivers and school personnel accompanying the students are admitted free of charge. Parents and other chaperones pay the same rate as the students.
- ✓ To help check-in run smoothly, we prefer teachers collect the fee for their chaperones and pay for the chaperones in conjunction with paying for the students.

- ✓ Due to space limitations, chaperones may be asked to wait outside our classroom or historic homes during the educational programming. If space is available after students have entered, chaperones are welcome to join them.
- ✓ Information specifically for chaperones wanting to know more about how they can make the day run smoothly can be found [here](#). [Link to Chaperone Information PDF](#)

### Burrirt Welcome Center

The Welcome Center is where you will check in and pay admission. There is also a unique gift and souvenir shop available.

- ✓ If your students would like to shop, please indicate it on the reservation form.
- ✓ All students must be accompanied by an adult to enter the store.
- ✓ No opened food or drinks are allowed in the store.

### Safety

Burrirt on the Mountain takes the safety of our guests very seriously.

- ✓ Please wear comfortable clothing and walking shoes, particularly if your group will be hiking. Most of our facilities are outdoors, so plan for weather accordingly.
- ✓ In the case of severe weather, a member of our staff will be monitoring the situation. We will advise the teacher of alterations to your schedule or cancellation due to inclement weather. If a tornado warning is issued for our area while you are at Burrirt, we will direct you to the nearest designated shelter.
- ✓ Should any of you students become ill or injured, please alert a member of the staff, who will assist you in finding the best place to rest and help contact the appropriate emergency assistance if necessary.
- ✓ We are a Weapons Free facility.