



Timberview

FARMSTEAD

FIELD TRIP PROGRAM OVERVIEW

- All field trips are led by Timberview teachers with hands-on, curriculum-aligned, standards-based activities for your students.
- Field trips are booked for 3 hours, which includes a lunch break.
- Field Trips can be reserved for morning or afternoon.
 - Morning field trips are scheduled for 9:30 a.m. - 12:30 p.m. or 10:00 a.m. - 1:00 p.m.
 - Afternoon field trips are negotiable based on departure time
- Arrival times can be flexible if communicated in advance.
- Field trips will include several stations, customized to meet the needs of individual students and feature seasonal activities at the farm. Stations may include:
 - Sheep/Goat Barns
 - Large Animal Barn
 - Small Animal Barn
 - Poultry Barn/Duck & Goose Pond
 - Aquaponics Greenhouse
 - Outdoor Garden/Composting

RESERVATION

Click the link below to fill out our interest form and request for booking. You will be contacted by our education department to make your final reservation. Reservation is complete upon receipt of your deposit.

- [Field Trip Interest/Reservation Form](#)
- **HOMESCHOOL** groups - minimum of 10 students
- Maximum 120 students - 1 day field trip
- Over 120 students - 2 days required to ensure smaller groups and students have an interactive experience; consecutive days are preferred
- Groups under 40 students may be scheduled the same day as another school but will rotate separately to stations.

PRICING

- \$10 per student
 - October ONLY: Harvest Theme - \$15 per student
- \$10 per chaperone/homeschool parent (Timberview requires a 1:10 ratio for chaperones/school staff)
- School/district personnel - 1 FREE ticket for each 1:10 ratio equivalent
- Free Parking
- Checks are accepted for deposits and final payments

OUTSIDE FOOD/DRINK

You may bring sack lunches and coolers for your students. These will remain at our pavilion as we walk through the instructional portion of the field trip. If you would like to stay and eat lunch on site, we have tables and chairs available at our pavilion and can schedule this through our education department.

karen@timberviewfarmstead.com

DEPOSIT

A 50% deposit will be due 30 days after you register and reserve your date. For any registrations made over the summer, the deposit is due on September 1. This should allow time for you to request payment from your district. This deposit holds your place on our calendar. The deposit is a portion of your final payment due. It is not an additional charge. Cancellations must be made at least 14 days before the reserved date for full refund.

Please click below to complete the blank invoice for your deposit. These are typically required by your business office to request funding for your field trip. If you have questions or need assistance, contact the director of farm administration, Karen Gosby at karen@timberviewfarmstead.com or 469.300.1567.

Deposits can be mailed to the address below. Please put in the US Postal Service 2 weeks before your deposit due date.

[50% Deposit Invoice Link](#)- *please make a copy*

Timberview Farmstead / Attn: Karen Gosby

P.O. Box 40625

Fort Worth, TX 76140

[October Field Trip Deposit Invoice](#)

VENDOR APPROVAL

If your business office requires us to apply as a “vendor” in order to attend a field trip, please send your vendor packet via email to our business office well in advance of the required funding so that we may return it as soon as possible.

karen@timberviewfarmstead.com

NEED OUR W-9?

Please email our director of farm administration if you need a copy of our W9.

karen@timberviewfarmstead.com

FINAL PAYMENT

- Final payment is made on the day of your field trip.
- We accept checks. Checks can be made out to Timberview Farmstead.
- We will issue a refund check within 30 days of the day of your field trip for any overpayment (up to 10% of your estimated total students/chaperones).
- We do not accept personal payments directly from chaperones. They must be included in the school invoice and final payment, or onsite the day of the field trip.
- **For the final invoice, please fill out this invoice with your appropriate numbers and forward the document to your business office to request the final payment check.**

[Final Invoice](#) - *please make a copy*

[October Field Trip Final Payment Invoice](#)

- If your check is mailed ahead of time, it should be in the US postal service at least 2 weeks before your scheduled field trip date. You can mail checks to:

Timberview Farmstead/ Attn: Karen Gosby

P.O. Box 40625

Fort Worth, TX 76140

RECEIPTS

A receipt will be sent via email for all funds received via US Mail. If you don't have a receipt, we have not received payment. Please email our director of farm administration with any questions.

karen@timberviewfarmstead.com

REFUNDS/CANCELLATION

Deposits are refunded as long as cancellation is made prior to 14 days of scheduled field trip. Field trips that are canceled due to inclement weather are fully refunded or credited for a new scheduled date. Please send cancellation requests to Karen (director of farm administration) and Sarah (director of education).

karen@timberviewfarmstead.com

sarah@timberviewfarmstead.com

SPECIAL NEEDS

Please let the director of education know if you are bringing anyone with special needs that will need specific accommodations.

sarah@timberviewfarmstead.com

SIBLINGS

Education experiences are only open to school children included in the group reservation. Siblings should not be brought with chaperones.

REQUIRED WAIVERS

Two waivers are required for each student in your reservation.

**** HOMESCHOOL GOOPS - parents may complete waivers for the family and list the name of each child attending.*

You may click here to download the waivers. Waivers will be due on the day of your field trip. You may print these front/back if needed.

[Authorization and Release Agreement - English](#)

[Authorization and Release Agreement- Spanish](#)

[Photo Release - English](#)

[Photo Release - Spanish](#)

TEACHER FIELD TRIP GUIDELINES

All teachers must read and sign these guidelines. Please go over these guidelines with your students prior to your field trip. You may bring this signed document to registration on the day of your field trip.

[Field Trip Guidelines](#)

PARENT INFORMATION

Below is a document with information for parents. Feel free to share this with your parents. It is not a requirement but a helpful document if you'd like to use it.

[Parent Information](#)