



# Merry Lea General & Safety Policies: Field Trip Programs

## General Policies

### MAKE THE MOST OF YOUR TRIP

We value teachers and chaperones for their ability to make field trips fun and educational.

**Teachers and chaperones are encouraged to:**

- **Model curiosity and wonder.**  
Participate in the program activities with students as you're comfortable.
- **Facilitate student exploration** by allowing students to ask and answer questions themselves.
- Ask students questions like, "What do you think?" or "How can we find out?" to **foster problem-solving and inquiry learning.**
- Help direct students' attention to current activities and **model good behavior** for the group.
- **Limit cellphone use** for pictures only. If a call or text is urgent, please step away temporarily.

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### PAYMENT DETAILS

#### Payment

Please provide full payment (cash or checks to Merry Lea) on the day of the program. We can provide an invoice if contacted ahead of time, payments in full are required within 30 days of the program.

#### Chaperone Costs

1 adult (teacher, aide, chaperone) is required for every 10 students.

- **Teachers/Aides:** Free of cost.
- **Chaperones:** 1 free for every 5 students. Any additional chaperones are charged at the student rate.

#### Refund Policy

**Cancellations:** If you cancel a program, you will be charged:

- 100% of program fee for cancelling less than 1 week before program
- 50% of program fee for cancelling 1 week to 4 weeks before program
- No fee for cancelling more than 4 weeks before program

Please double check your master calendar and transportation reservations well in advance of your visit to Merry Lea.

See our [scheduling policies](#) on our website for more details.

**Exceptions:** The above policy does not apply to cancellations due to dangerous weather, unscheduled school closings or unforeseen emergencies. If Merry Lea cancels a program, we will call and email when the decision is made and will provide a full refund. If you have questions about whether or not a session will occur, please contact us.





# General Policies (continued)

## PROGRAM PREPARATION

### CLOTHING

Be prepared to spend most of your time outdoors regardless of the weather.\* **Please encourage students ahead of time to wear weather-appropriate clothing.**

#### What to Bring or Wear:

- **Nametags** for all students, teachers and chaperones.
- **Long pants** or other protective clothing to prevent scratches, insect bites and poison ivy.
- Comfortable **closed-toe walking shoes** that can get dirty, wet or muddy.
- **Raincoat** or poncho if rain is forecasted.
- Appropriate **clothing layers** for the day's weather and temperatures.

#### What NOT to Bring or Wear:

- Sandals, open-toe shoes or non-walking shoes.
- Umbrellas.

*\*Merry Lea reserves the right to cancel programs in case of severe weather such as lightning, high winds, heavy rain or extremely low temperatures.*

### LUNCH

#### Merry Lea Provides:

- Drinkable well water at all program locations.
- A container for some recyclables. Merry Lea accepts plastics #1-#7, glass, paper, aluminum, cardboard and steel cans.
- A container for compostable food scraps. Merry Lea accepts plant-based scraps like fruits, veggies and bread.

#### What to Bring:

- Sack lunches and lunch supplies. There are no vending machines or food/beverages for sale at Merry Lea.
- Garbage bags. You are responsible for taking all garbage back with you.
- (Optional) Reusable water bottles.

#### LOCATION - PLEASE READ

Specific location varies for each program. **Please check your program location found on your confirmation form & coordinate with your transportation department, if applicable.**

## Safety Policies

### EXPECTATIONS FOR PARTICIPATION & CONDUCT

We expect all students to demonstrate respect for fellow students and teachers at Merry Lea.

Outdoor education involves exposure to some natural hazards like trips and falls, insect bites and stings and irritating plants. Merry Lea educators try to minimize these risks. It is imperative that students listen to directions in order to maintain safety out on the trails and inside the facilities.

Masking is optional indoors and outdoors according to individual choice and health needs. **Please be kind and respectful in all settings**, and honor everyone's choices about masking.

Contact Kaitlyn Sproles at [kwsproles@goshen.edu](mailto:kwsproles@goshen.edu) or 260-799-5869 with any questions.



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