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# **School Group Forms Packet**

**\*All forms must be completed and submitted before entering the farm.**

- Parental Consent Form
- Teacher/Chaperone Guideline Form
- MN 2019 Tax Exempt Form

**\*\*\* Teachers please bring necessary documents at time of admittance in an envelope.**

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[Date]

# **Pinehaven Farm**

Pinehaven Farm welcomes you! We are excited to invite your child and their classroom out to our family owned farm for a day full of fun play, animals and educational activities.

**\*Parents Please Read:** Please prepare by dressing your child appropriately for weather conditions. All Events are outdoors. We require closed toe shoes and recommend wearing layers. **Send your child with a full water bottle.** All activities will be outside.

The field trips include:

SPRING: Pinehaven Critter Corral, Play Ground Area, Jumping Pillow, Giant slide, and Fence Maze. Small cup of grain for animals. Choice: Gem Mining or Animal Ed-Venture Curriculum.

FALL: Pinehaven Critter Corral, Play Ground Areas, Jumping Pillow, Spider Web Climb, Giant slide, Fence Maze, Tug-O-War, Corn Pit, Corn Maze, Round Bale Maze, and Pumpkin Trolley Rides. Small bag of grain for animals. Choice: Gem Mining or Fall Pumpkin Tour.

(Fall) Each CHILD in the group will receive a FREE Pie-pumpkin (4-6 lbs.). A wheelbarrow will be provided to hold pumpkins until you depart.

Any inappropriate or disrespectful behavior will not be tolerated. If any student is found destroying pumpkins or property the school will be asked to leave and not be allowed to return. Also, the school will be responsible for reimbursement.

CANCELLATIONS: Cancellations must be made 48 hours in advance. To cancel or reschedule your field trip, please email us at [pinehavenfarm.mn@gmail.com](mailto:pinehavenfarm.mn@gmail.com)

CANCELLATIONS DUE TO WEATHER: See Weather Policy for Field Trips

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[Date]

## Weather Policy for Field Trips

Using the outdoors as a classroom has many inherent benefits and many teachable moments. With all the benefits, there are also added circumstances to deal with, such as inclement weather. This document is intended to clarify Pinehaven Farms weather policy during field trips.

As most field trips are scheduled well in advance, it is impossible to predict the weather for the specific day of the field trip. **Except in circumstances of extreme and severe weather, the field trip will go on outdoors as scheduled no matter what the weather.** If there is severe weather, we will make every attempt to reschedule the field trip. This policy is due to our busy field trip season and the extreme difficulty in rescheduling field trips.

Severe weather that would cause a field trip to be cancelled and rescheduled includes (but not limited to):

- • Thunderstorms and lightning in the immediate area
- • Thunderstorm or tornado warnings in the immediate area
- • Wind chill or temperatures below 0 degrees Fahrenheit
- • Heat index or temperatures above 100 degrees Fahrenheit

If the weather is severe the day of your field trip, Pinehaven Farm staff will be in contact with you on the phone before school to make the call. The decision to hold the field trip will be a joint decision between Pinehaven Farm staff and the classroom teacher(s).

**FIELD TRIP CANCELED DUE TO SEVERE WEATHER:** If the trip is canceled due to severe weather, Pinehaven Farm will make every attempt to reschedule the field trip. If rescheduling is not possible, we will refund any program fees.

**FIELD TRIP CANCELED BY CLASSROOM TEACHER DUE TO INCLEMENT (not severe) WEATHER:** If the classroom teachers decide to cancel the field trip due to inclement (but not severe) weather, we will refund any program fees. In this circumstance, if the classroom teacher wants to try and reschedule the field trip, Pinehaven Farm will attempt to reschedule but due to our busy schedule, it is not guaranteed.

**FIELD TRIP AS SCHEDULED DURING INCLEMENT WEATHER:** If your class is scheduled to come on a day that has inclement but not severe weather, we will do our best to make accommodations during the class to make it the best experience possible for your students. We ask that you do the same for your students, including talking about the benefits of going outside in all weather! A roll of garbage bags makes a quick and easy raincoat for kids!

The weather is part of the natural world and we appreciate your understanding and patience when dealing with something so unpredictable. If you have any questions, please contact the Pinehaven Farm listed below. Thank you.

Pinehaven Farm Staff  
[Pinehavenfarm.mn@gmail.com](mailto:Pinehavenfarm.mn@gmail.com)

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[Date]

# PARENTAL CONSENT FORM

I certify under penalty of perjury that I am the parent or legal guardian of child (listed below), whom is a student at (school listed below).

I do hereby give consent for (child listed below) to leave the premises of the school in the custody of (Chaperone's/ or Teacher Name listed below) , for the purpose of attending Pinehaven Farm on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

I acknowledge and accept all risks of injuries associated with and arising from my minor child's participation in any and all activities, which include, but not limited to, live animal exhibits, spectator events and hay-wagon rides at Pinehaven Farm, which include the potential for serious injury.

Name of School; \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent or Guardian (printed): \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Signature of (Chaperone/ Teacher): \_\_\_\_\_

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[Date]

# TEACHER/CHAPERONE GUIDELINES

This sheet must be completed PRIOR to your arrival to the farm. This form will be required at the time of admittance, along with the Teacher/chaperones signature.

TEACHERS/CHAPERONES PLEASE READ AND FILL OUT FORM ON SECOND PAGE:

1. Do not unload the children off the bus until AFTER the lead teacher has completed the check-in at the front gate.

2. One (1) teacher/chaperone is required per five (5) to eight (8) children. Chaperone admission is the same price as the children's admission. For every 8 paid students you will get 1 teacher/school staff member in for free. All teachers and paid school staff must have their School Issued ID to get in free.

3. The field trip includes:

SPRING: Pinehaven Critter Corral, Play Ground Area, Jumping Pillow, Giant slide, Fence Maze. Small cup of grain for animals. Choice: Gem Mining or Animal Ed-Venture Curriculum.

FALL: Pinehaven Critter Corral, Play Ground Areas, Jumping Pillow, Spider Web Climb, Giant slide, Fence Maze, Tug-O-War, Corn Pit, Corn Maze, Round Bale Maze, and Pumpkin Trolley Rides. Small bag of grain for animals. Choice: Gem Mining or Fall Pumpkin tour.

(Fall) Each CHILD in the group will receive a FREE Pie-pumpkin (4-6 lbs). A wheelbarrow will be provided to hold pumpkins until you depart.

4. Any inappropriate or disrespectful behavior will not be tolerated. If any student is found destroying pumpkins or property the school will be asked to leave and not be allowed to return. Also, the school will be responsible for reimbursement.

5. Please make sure each child attending the field trip has a tag on their shirt/jacket with student's name, school name, & school phone number in the event a child is lost.

**6. Children MUST be supervised by teacher or chaperone for the duration of your field trip.**

**Each Chaperone must fill out the form on the following page stating they have read the guidelines before coming to the farm.**

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[Date]

# TEACHER/CHAPERONE FORM

I, \_\_\_\_\_ (teacher/chaperone's name) am aware that I am taking full responsibility for the children in group. By entering the farm, I agree that I have read and understand all the guidelines outlined above and will abide by them. I have read the guidelines 1-6 and understand the policies.

I, agree to respect them the above polices and the employees at Pinehaven Farm. If this form is not complete your entry will be delayed until all forms are filled out correctly. Thank you.

TEACHER/CHAPERONE NAME:

Printed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

SCHOOL PHONE NUMBER: \_\_\_\_\_

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[Date]

**Certificate of Exemption**

**Purchaser:** Complete this certificate and **give it to the seller.**

**Seller:** If this certificate is not completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked. This certificate remains in force as long as the purchaser continues making purchases or until otherwise cancelled by the purchaser.

Check if this certificate is for a single purchase and enter the related invoice/purchase order #

If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make purchases for a specific job. Enter the exempt entity name and specific project.  
 Exempt entity name  Project description

Name of Purchaser

Business Address  City  State  ZIP code

Purchaser's Tax ID Number  State of Issue

If no tax ID number, Enter one of the following: FEIN  Driver's license number/State issued ID number   
 State of Issue  Number

Name of seller from whom you are purchasing, leasing, or renting

Seller's Address  City  State  ZIP code

**Type of Business**

<input type="checkbox"/> 01 Accommodation and food services	<input type="checkbox"/> 11 Transportation and warehousing
<input type="checkbox"/> 02 Agricultural, forestry, fishing, hunting	<input type="checkbox"/> 12 Utilities
<input type="checkbox"/> 03 Construction	<input type="checkbox"/> 13 Wholesale trade
<input type="checkbox"/> 04 Finance and insurance	<input type="checkbox"/> 14 Business services
<input type="checkbox"/> 05 Information, publishing and communications	<input type="checkbox"/> 15 Professional services
<input type="checkbox"/> 06 Manufacturing	<input type="checkbox"/> 16 Education and health-care services
<input type="checkbox"/> 07 Mining	<input type="checkbox"/> 17 Nonprofit organization
<input type="checkbox"/> 08 Real estate	<input type="checkbox"/> 18 Government <input type="text"/>
<input type="checkbox"/> 09 Rental and leasing	<input type="checkbox"/> 19 Not a business (explain) <input type="text"/>
<input type="checkbox"/> 10 Retail trade	<input type="checkbox"/> 20 Other (explain) <input type="text"/>

**Reason for Exemption**

<input type="checkbox"/> A Federal government (department) <input type="text"/>	<input type="checkbox"/> J Agricultural production
<input type="checkbox"/> B Specific government exemption (from list on back) <input type="text"/>	<input type="checkbox"/> K Industrial production/manufacturing
<input type="checkbox"/> C Tribal government (name) <input type="text"/>	<input type="checkbox"/> L Direct pay authorization
<input type="checkbox"/> D Foreign diplomat # <input type="text"/>	<input type="checkbox"/> M Multiple points of use (services, digital goods, or computer software delivered electronically)
<input type="checkbox"/> E Charitable organization # <input type="text"/>	<input type="checkbox"/> N Direct mail
<input type="checkbox"/> F Educational organization # <input type="text"/>	<input type="checkbox"/> O Other (enter number from back page) <input type="text"/>
<input type="checkbox"/> G Religious organization # <input type="text"/>	<input type="checkbox"/> P Percentage exemption
<input type="checkbox"/> H Resale	<input type="checkbox"/> Advertising (enter percentage) <input type="text"/> %
<input type="checkbox"/> I Qualifying capital equipment (see instructions when equipment claimed is part of a construction project)	<input type="checkbox"/> Utilities (enter percentage) <input type="text"/> %
	<input type="checkbox"/> Electricity (enter percentage) <input type="text"/> %

*I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)*

Signature of Authorized Purchaser  Print Name Here  Title  Date