

# Field Trip Policy

Due to the increase in spring (March 1-May 31) field trip requests from both in-county and out-of-county organizations, the following policy will be enacted as of February 23, 2024. Any field trips scheduled prior to this enactment will be honored.

## In-county schools-

Individuals teaching at schools, daycare centers, or other educational institutions within the Dickinson County school district will be given priority on field trip date selection. You may request a field trip beginning on August 1<sup>st</sup> for the current school year. Any requests before that date will not be considered. Requests for field trips in upcoming years will be denied. Field trip date requests are scheduled in the order they are received. To help decrease competition in the spring (March 1-May 31), we also offer field trips in the fall and winter months.

## Out-of-county schools-

Individuals teaching at schools, daycare centers, or other educational institutions outside the Dickinson County school district will be given the opportunity to request a field trip date on January 1<sup>st</sup> for the upcoming spring (March 1-May 31) of that year. Any spring field trip requests before that date will not be considered. Your request will be approved or denied based on the remaining dates we have available. Field trips will only be scheduled for the current school year. Requests for field trips in upcoming years will be denied. Field trip date requests are scheduled in the order they are received. If you would like a field trip before spring, you may make a request on August 1<sup>st</sup>.

All out-of-county field trips are required to pay \$1 per child. Adults that attend as chaperones are not charged a fee. This fee needs to be collected by the Dickinson County Conservation Board before or at the time of your field trip. An invoice will be sent prior to your visit.

## Field Trip Requirements-

By requesting a field trip, you agree to follow the following requirements.

- All children attending must be adequately dressed for the weather. We will be outside unless otherwise arranged.
- Children should bring a refillable water bottle. There are water fountains available for use.
- Those with field trips that last through lunch are responsible for bringing their own sack lunches. Food/drinks will not be provided by the Dickinson County Nature Center.
- No litter is to be left on the grounds by anyone participating in the field trip.
- Any bad behavior will result in a phone call to the principal and/or removal from the field trip.
- The number of children attending, topics, and teacher contact information must be provided at least 4 weeks prior to the field trip. This allows our staff to plan accordingly.
- Do not arrive more than 10 minutes prior to your field trip's scheduled time.
- All busses need to be at the Dickinson County Nature Center at a minimum of 10 minutes prior to your scheduled departure time.

To request a field trip date please email Environmental Education Coordinator, Danika Cox, at [dcox@dickinsoncountyiowa.gov](mailto:dcox@dickinsoncountyiowa.gov) or call the office at 712-336-6352.

