

Fall 2004

Dear Teacher,

This letter contains all the information you'll need to ensure that your class has a great time at our farm. **EVEN IF YOU'VE BEEN HERE BEFORE, PLEASE READ THE ENTIRE LETTER CAREFULLY**, and give us a call if you have any questions. *There are several changes you will want to be aware of, they are all italicized!* Our goal is to provide a fun, educational tour.

#### **MONEY**

The cost of the tour is \$7.00 for each student, **parent or sibling in the group**. We will allow 2 free admissions per tour guide for teachers and/or paid school staff. **We strongly urge that you pay for the tour with a school or personal check.** We can always provide a cash refund for children unable to come, or you may pay the difference to adjust for last minute changes. We want to spend time with the children, and not with the collection of money. **Please collect money from all your parents prior to arrival.**

#### **WHEN TO ARRIVE**

It is imperative that you arrive 15 minutes prior to the start of your tour so your group can start promptly at your scheduled time. **We will not be able to extend your tour time if you are late.** We do not like to have to hurry you through what should be an educational and fun tour.

#### **TOUR and HAYRIDE**

Your group will begin their tour with either the educational tour or the hayride. If you have more than one class, some may do the tour first and others may start with the hayride. Depending on your choice, your group will do one of the following:

*"Chicken & Crops Tour:" Visit the Ag Classroom, Hen house and field of NC commodity crops. Your hayride will be a short tour of the farm with a couple of stops. The total time will be about an hour at which time your group will be free to enjoy some of the other activities at our farm. You are welcome to visit the bee observatory, kid friendly corn maze and animals after your hour guided tour as long as another group is not scheduled in that area.*

*"Bee & Maze Tour:" Visit the new Ag Classroom, Bee Observatory and Kid-friendly Corn Maze. Your hayride will be a short tour of the farm with a couple of stops. The total time will be about an hour at which time your group will be free to enjoy*

*some of the other activities at our farm. You are welcome to visit the Hen house, field of NC commodity crops and animals after your hour guided tour as long as another group is not scheduled in that area.*

*"Cow & Butter making Tour:" Visit our "Cow Classroom" and enjoy fun dairy activities such as "dress the cow," learning to milk "Flo" our make-believe cow and visiting our baby Holstein. Kids will also get a hands-on opportunity to make butter and even enjoy a snack of fresh butter and crackers! Your hayride will be a short tour of the farm with a couple of stops. The total time of your tour will be a little over an hour at which time your group will be free to enjoy some of the other activities at our farm. Your group is welcome to visit the Hen house, field of NC commodity crops, bee observatory, kid friendly corn maze and animals after your guided tour as long as another group is not scheduled in that area.*

#### **PICNIC AREA and TWO PLAYGROUNDS!**

We have lots of picnic tables for your group to eat lunch or a snack if you choose. There will be picnic areas adjacent to both playground areas. "Punkin' Patch Park" has a new "Silo Hay Play" with hay and slides to play in and across the bridge we've created "Little Farmers Play land" with a big wooden ship, 20' tunnel pipe, corn box and small hay pyramid. The fish and duck pond is between the two areas; with quarter feed machines to feed the animals if desired.

There are "outhouses" located by the parking lot and behind the greenhouses. They are equipped with anti-bacterial hand soap. There is a hand-washing station located behind the greenhouses as well.

#### **PUMPKIN PATCH**

Your group will be able to go to the pumpkin patch to pick their own "pie" pumpkin. Experience and many teachers have taught us these child-sized pumpkins are best. They are the perfect carrying size for kids; however **we do suggest you bring plastic bags and markers for identifying each child's pumpkin.** We've put the pumpkin patch near the parking lot again this year and suggest you save this activity for last, it's nice to take those pumpkins straight to the bus rather than hauling them around the farm! *However, if you are scheduled for an 11am tour, you are welcome to pick your pumpkins ahead of time (if you arrive by 10:15 and leave them by your group number).*

#### **KID'S CORN MAZE**

The kids will be able to walk through our kid-friendly corn maze. We have a traditional maze made of corn; however it's kid-sized and teacher friendly (you won't be stuck in there for too long!). *There is a Halloween riddle within the maze. Groups are welcome to get one of our clipboards and dry-erase questionnaires to see if you can solve the puzzle within the maze.*

### **WINDMILL MOUNTAIN (40' underground slide)**

Our 40' underground slide, Windmill Mountain will be available to groups this fall. The slide will be open and available for your group while you are visiting the farm. Please check with your guide to know when the slide will be open.

### ***NIBBLE NOOK (fresh food!)***

*NEW THIS YEAR we will be opening the Nibble Nook, our food service facility in the Back Forty. We will be selling drinks, kettle corn, caramel apples, and fresh salads. We have so many requests over the years for drinks or parents who packed their kids lunch, but forgot their own! Hopefully this will be a positive thing for everyone.*

### **IMPORTANT STUFF FOR ALL TEACHERS AND GROUP LEADERS TO KNOW:**

- We've learned this tip from teachers: Some teachers add .50 cents to the child's cost and then bring a Ziploc bag of quarters to share when feeding the fish, ducks and goats. It is much easier to keep up with and no one is left out!
- We've learned this one from past disasters: Do **not** assume that the bus driver knows where you are going. Please visit our website at [www.vollmerfarm.com](http://www.vollmerfarm.com) for a map to the farm.
- When you arrive, please have your group leader submit your payment and numbers at the "Tour Check-In" table (picnic table with a pumpkin flag).
- At the check-in table, you will be given your tour group numbers and the location of the start of tour.

### **IMPORTANT STUFF TO TELL PARENTS:**

- Please ask parents to have the children dress appropriately. They are coming to a farm. They **WILL** get dirty, as will the parents and teachers! We strongly suggest play clothes and old shoes.
- Parents (or teachers) coming along may want to bring a camera. There will be lots of great photo opportunities! (Hint: Sometimes a teacher will ask a parent to be the class photographer.) Pre-moistened hand wipes also come in handy.
- Small groups may want to stop in our farm market after their tour. We'll have lunch items as well as our homemade ice cream available in the kitchen and wonderful fall decorations and gifts available in the market.

### **BAD WEATHER**

Bad weather in your area does not necessarily mean that it will be bad weather here at the time of your tour. We will be at the farm by 8am on tour mornings if you have a weather concern.

### **RESERVATIONS FOR 2005**

If you didn't have a chance to visit our website, [www.vollmerfarm.com](http://www.vollmerfarm.com), be sure to check it out! Many of our teachers have begun the registration process online and have been very happy. There is an opportunity to request preferred dates, confirm numbers and input any special requests. We'll pull that information and contact you. Our teachers

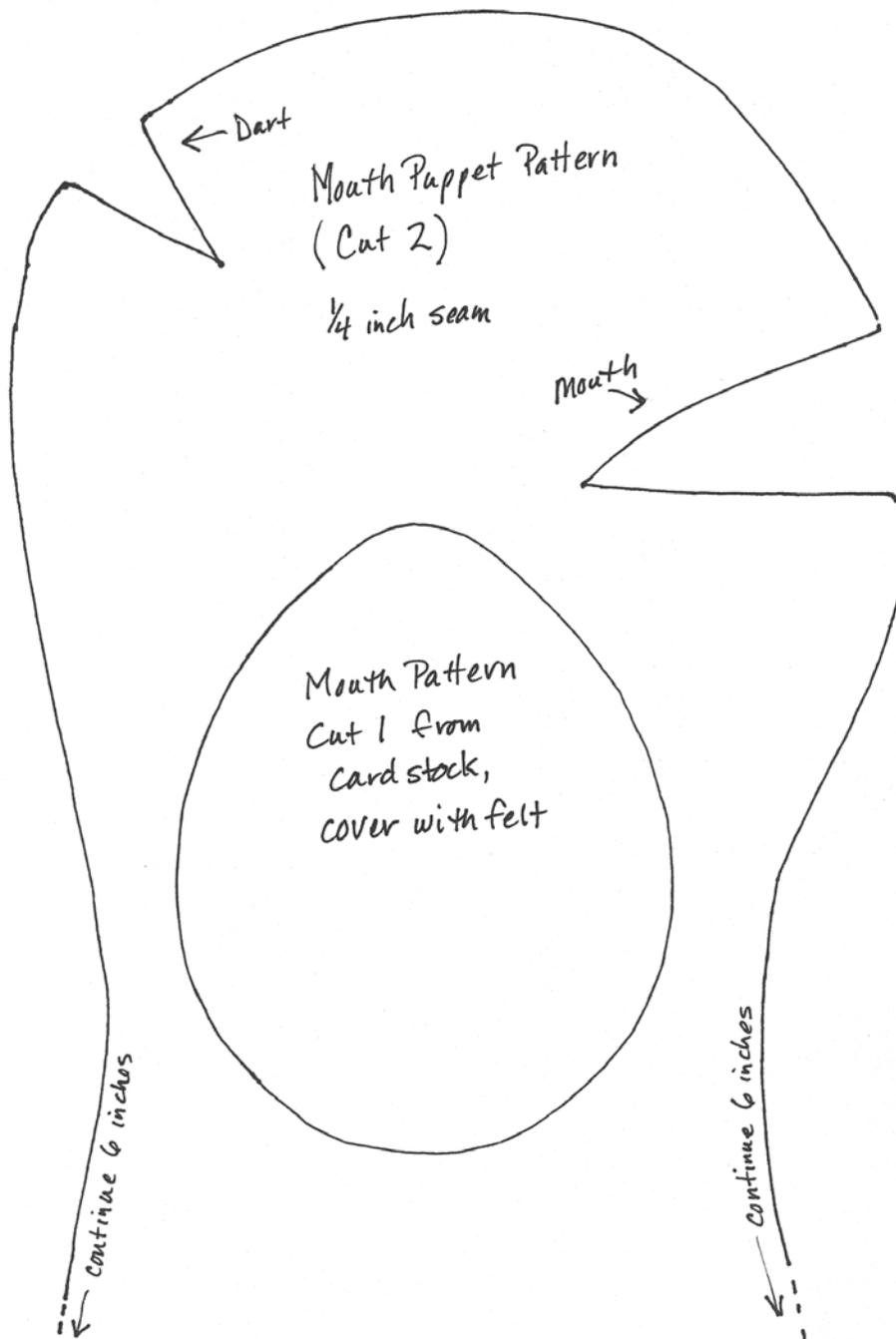
are enjoying registering when it's convenient for them and eliminating a lot of phone time. Also, if Mary has your email address, she will email you in late July to remind you to call in for the best dates! When you're booking your tour next fall, give it a try!

### DIRECTIONS TO THE VOLLMER FARM

As a reminder, if you say, "take us to the farm," you may not end up here. Be certain that the driver is clear about where you are going. Check out the directions page at [www.vollmerfarm.com](http://www.vollmerfarm.com).

We look forward to your visit to the farm. Please bring your smiles and enthusiasm, we will do all we can to make this a great day!

Sincerely,



# INCIDENT/ACCIDENT INVESTIGATION FORM

(complete a file copy and submit a copy to the local Extension office after each incident/accident)

Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_

Special Event: \_\_\_\_\_

Event Location and Date: \_\_\_\_\_

Name/Address of injured person(s) \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_

Date of injury \_\_\_\_\_ Time of injury \_\_\_\_\_

Nature of injury \_\_\_\_\_

On organization's premises?       Yes       No

Describe how the injury occurred: \_\_\_\_\_

Witness #1: \_\_\_\_\_

Name/Address \_\_\_\_\_

Telephone (home and work) \_\_\_\_\_

Employer \_\_\_\_\_

Statement \_\_\_\_\_

Witness #2: \_\_\_\_\_

Name/Address \_\_\_\_\_

Telephone (home and work) \_\_\_\_\_

Employer \_\_\_\_\_

Statement \_\_\_\_\_

Was first aid administered?      ρ Yes      ρ No

If not, why not? \_\_\_\_\_

Injured party left scene: \_\_\_\_\_

ρ on foot      ρ ambulance      ρ in personal vehicle

ρ other \_\_\_\_\_

Who administered first aid? \_\_\_\_\_

Name/Address/Telephone \_\_\_\_\_

What treatment was administered? \_\_\_\_\_

Was professional medical treatment administered?      ρ yes      ρ no

Name of provider \_\_\_\_\_

Was 911 or a local emergency number called?      ρ yes      ρ no

If yes, by whom? \_\_\_\_\_ At what time? \_\_\_\_\_

Describe any non medical actions taken: \_\_\_\_\_

Draw a diagram of the accident/incident below:

Person completing this form (name, address, home and work telephone #'s):

\_\_\_\_\_  
\_\_\_\_\_

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

Role at the event: \_\_\_\_\_

Adapted by Mary K. Munson and used with permission from *Managing Special Event Risks: 10 Steps to Safety*.  
Washington, DC: Nonprofits Insurance Alliance of California and the Nonprofit Risk Management Center, 1997.



## Risk Management Worksheet

Event/Activity/Program	Potential Risks	Management Strategies
Petting Zoo		
Corn Maze		