

Monterey County Agricultural Education
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EMERGENCY PHONE NUMBER FOR EVENT DAY: 831 905 3669

THE FARM DAY EXPERIENCE-TEACHER GUIDELINES

Please go online (< montereycountyageducation.org>) to view the various "packet" items that you will need. As well, you will continue to receive a packet with class id for the bus driver, nametags, chaperone nametags and a teacher scarf. If there are any questions, please contact Candi DePauw at 831 905 3669 or email her at <candi@razzolink.com>

A. Before your event:

1. Send the "Parents Letter" (English & Spanish) home with the students.
2. Confirm your trip request with your Transportation director. Your director will also advise you of the pick up time for your class at your school. Your "ON SITE" time is the time you ARRIVE at the venue. There will be NO changes.
3. Name tags are critical!! EACH student MUST wear one. The colors are class specific--DO NOT change/switch/alter them. Fill them out according to the enclosed sample. **Classes without nametags will NOT be allowed to participate and will be sent back to school. This is a SAFETY issue!**
4. Chaperones: You must have one adult for every five (5) students
 - MCAE reserves the right to refuse any class without adequate supervision
 - Chaperones must arrive WITH the class.** Anyone arriving at another time will not be allowed on site.
 - Chaperones must wear the nametags provided in your packet.
 - Chaperones are not to bring any other children. This WILL be enforced!
5. Please take the time prior to the event to introduce your students to the world of Agriculture--at the very least, this industry is responsible for the food we eat and the clothes we wear. There are links online at our website. presentations; however, no one will get to see everything. Do not promise them anything specific--just that they will be awed by the experience.
7. Your entire visit is preset in a well thought out and predetermined manner.
 - Your class will be on site for approximately 2 hours and 15 minutes.
 - There is NO time for a break, there is NO food, there is NO potable water.
 - If it is hot, we suggest you bring water.

- Port-a-Potties are available, but we strongly recommend taking care of bathroom duties BEFORE you arrive.
 - Keep students, chaperones & teacher together--they should not ever be separated; review this with your chaperones prior to leaving the school.
 - Have a specified plan in case an emergency requires such a separation.
8. Do not send a substitute teacher without prior approval.

B. On the day of your event:

1. Be sure each student is wearing a nametag with the class ID/teacher.
2. Use bathroom facilities before you leave
3. Dress properly--it may be very cold or very hot--or both.
4. Be early to meet your bus at the school
5. Teacher is to wear the blue scarf
6. Chaperones must have their "CHAPERONE" tag on
7. All cell phones OFF--this is a MUST! (OK for photos and clock)
8. Bus Card w/class ID in front window of bus--it needs to be VISIBLE
9. Do not leave items on the bus; you will likely return on a different bus.
10. STAY on the bus until a Farm Day worker gives you instructions
11. Your guide (wearing a red scarf) will meet/escort you--they are in charge of your tour--follow their directions. You are in charge of your class.
12. Teachers are to remain with the class at ALL times--you are in charge of discipline--there is moving equipment and animals that are not pets--be sure you and your chaperones manage the students SAFELY!
13. ANY undisciplined class that presents a management problem/safety hazard to themselves, other classes or any Farm Day volunteer will be sent back to school!
14. Do not allow your class to string out; stay close to your guide at all times
15. Patience is a virtue--if you do have to wait (it can happen) use the time to discuss the events with the students--keep them engaged.
16. All students, teachers, chaperones are advised to wash their hands upon returning to school
17. Be sure to go online and complete/submit your evaluation form. We need your feedback.
18. There are several great student worksheets available to download online at our website. <montereycountyageducation.org>

Our success depends on your anticipated cooperation.

THANK YOU FOR PARTICIPATING!!!