

**\*As a nonprofit agency and to better serve you the information on this form is necessary. The teacher/leader who will accompany students to the farm must complete this form. Thank you.**

Updated 11/12/04

### **Day Visit Program - Intake Form**

Today's Date: \_\_\_\_\_

Package: (Please Check One)                      Duck Day Visit Package (1hour) \_\_\_\_\_  
Wellington Package (1.5 hours) \_\_\_\_\_  
Morning Chores Package (2 hours) \_\_\_\_\_  
J.P. Package (3 hours) \_\_\_\_\_

Your Day Visit Date & Arrival Time: (Please call to schedule first) \_\_\_\_\_

School/Agency/Group Complete Name: \_\_\_\_\_

Contact Full Name: (Person who is attending with group) \_\_\_\_\_

Title: \_\_\_\_\_

School/Agency/or Your Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

School District: \_\_\_\_\_ Email Address: \_\_\_\_\_

Your Day Phone: \_\_\_\_\_ Your Emergency/Evening Phone: \_\_\_\_\_

Number of Students in Group: \_\_\_\_\_ (If your group is small, OMF may combine another small group with your group. We will keep in mind age and ability levels when combining groups.)

Number of "Adult Educators": \_\_\_\_\_ (Please pre-split groups into small groups ranging from five (5) to seven (7) students. Please, a group of three and a group of six kids is not equal. All groups should be equal in the numbers of children. Due to space constraints, the maximum number of adults per small group is one (1). Kids younger than second grade and special needs students may require more adult educators, please discuss this with an OMF staff person prior to your visit.)

Students's Age Range: \_\_\_\_\_

Grade Levels: \_\_\_\_\_

Five different reading/ability level *Farm Activity Books* are available for further study after your visit. Please indicate the number needed of each book.

Non-Reader \_\_\_\_\_ Primary Elementary \_\_\_\_\_ Upper Elementary \_\_\_\_\_ Junior High \_\_\_\_\_ High School \_\_\_\_\_

**\*\*Please Turn Over \*\***

**OMF Intake Form, Page 2**

**Please circle on the Structure Scale which number best describes your group:**

**Needs lots of Structure (1) (2) (3) (4) (5) Self-Directed Learners**

**Are there any participants with special needs? (Examples: physical disabilities, learning and/or language barriers, significant emotional/behavioral issues, et cetera.)** \_\_\_\_\_

**How many children in your group can be considered “at-risk”? (Examples: on free lunch program, low-income, single parent families, history of trauma, etc.) Number Please:** \_\_\_\_\_

**Previous Animal (Livestock/Pets) Experience: 1 Very Little 2 Some 3 Very Much**

**Previous Garden (Planting/Composting) Experience: 1 Very Little 2 Some 3 Very Much**

**The majority of your students reside in: urban area suburban area rural area**

**Referred By/How Did You Hear About OMF:** \_\_\_\_\_

**\* Please pre-break children into equal, small groups of five to seven per each group with one Adult Educator before you arrive. Please, a group of four kids and then a group of seven kids is not equal. All groups should be the same numbers of children. Check\_\_\_\_\_**

**\* Please have each child and adult wearing big, readable nametags. (The sticky-kind do not hold up well, please do not use.) First names are easier. Some teachers use different colors or animal shapes to differentiate between small groups. Check\_\_\_\_\_**

**\* Do you have directions? Distribute directions to all drivers, we will likely not be available by phone the morning of your visit. Check\_\_\_\_\_**

**\* Are you bringing lunches to eat at the farm during the J.P. Package? If so, please bring simple and ready-made food items. Check\_\_\_\_\_**

**\* Please have your group dress appropriately. You may encounter rain, cold weather, mud and manure. Keep in mind the “hands-on” nature of our program. You will likely get dirty. Check\_\_\_\_\_**

**\* Please note that visitors wearing sandals or open-toed shoes will not be allowed in with the animals. Check\_\_\_\_\_**

Mail the Day Visit Intake Form and payment to OMF as soon as you schedule your trip. The Intake Form and payment must be received 10 (ten) days prior to your scheduled program date or call to make special arrangements.

1. Send this completed Intake Form. This information is needed to better serve you.
2. Send check made payable to Old McDonald’s Farm, Inc. (OMF) for the entire amount. If you must cancel your scheduled Day Visit Program time, then we will be happy to try to reschedule with you. Keep in mind, available program dates fill quickly. Sorry, we are unable to send refunds.
3. Please bring the Individual Student Permission Slip for each student the day of your trip. Due to insurance restrictions, students will not be allowed to participate without an OMF signed permission slip. Thank you!