

# Farmer Bill's Country Market



7666 Pacific Rim Hwy, Port Alberni, BC, V9Y 8Y5  
Phone (250) 723-7700 Email: info@farmerbills.com

Dear Teacher,

Thank you for scheduling a tour at Farmer Bill's Country Market.

**Even if you have been here before, please read the entire letter carefully, and give us a call if you have any questions. Our goal is to provide an educational and fun tour.**

**And now, some of the "nitty gritty" details to help make things go smoothly the day of your tour**

## **MONEY:**

The cost of our tour is \$5.00 per student and \$2.50 per parent in the group. We allow 2 free admissions per class for teachers and/or paid school staff. We will make occasional exceptions for Special Education Groups **only if** you discuss the number of "free" staff with us ahead of time. **Because we want to devote our time and energy to your students, not with the collection of money, we strongly urge that you pay for the tour with a school check or a personal check.** We can always refund you in cash for the children unable to come, or you can add cash to adjust for last minute changes. Parents are considered a part of your group so please collect money from them prior to your arrival. Bus drivers are not considered part of your group unless you have arranged for their participation BEFORE you arrive. If your group is a small one, please note that we have a minimum charge of \$30.00 per tour **before** the two free admissions per tour.

**We cannot stress the need for you to follow these instructions too much. Your tour and time at Farmer Bill's will go more smoothly if your group has appointed ONE teacher as "captain" to collect all the checks and numbers for your entire group. The "captain" should be prepared to tell us the number in each category: students, parents, teachers, and aides.**

Visit our website at [www.farmerbills.com](http://www.farmerbills.com)

### **DIVIDING UP YOUR GROUP and NAME TAGS**

If your group is scheduled to have more than one tour guide, be **SURE** to divide your group of students, parents and teachers into groups of about 25 per tour **before** you arrive. Using different collared nametags for each group will save time. Even if you have a small group and will just have one tour, we strongly recommend that all children have nametag on that includes the name of your school. There may be children here from other schools...we don't want to lose any of them! **You will not necessarily have one tour guide per classroom. Please note the number of tour guides that we have planed for you. That number cannot be changed the day you come. Failure to divide your entire group BEFORE you arrive can greatly slow down your tour, and may mean that your group will not be able to have the entire tour.**

### **UPON ARRIVE**

First of all, we cannot stress enough the importance of your group arriving on time. In order to accommodate all of the groups who want to visit our farm, on most days we have tours scheduled back-to-back. We realize that many factors (bus arrival, traffic conditions, etc.) are out of your control, and we don't want your students to be rushed or miss out on any part of our tour. PLEASE plan to leave early enough so that you will arrive on time even if you encounter an unexpected delay. If you happen to arrive early for your tour, don't worry-this just means we get a few extra minutes to enjoy your group! When you arrive at our farm, please **DO NOT** unload your students from busses or cars. If a guide does not immediately greet you, please send one adult into our market to notify us of your arrival.

### **IMPORTANT STUFF FOR ALL TEACHERS AND GROUP LEADERS**

- We've learned this tip from the previous year: some teachers bring labels with the students name already printed on the label, so all they have to do is put the label on the pumpkin (fall tour) rather than writing everyone's name on it. It's a real time saver.
- We suggest that you strongly discourage parents from bringing younger siblings along. In our experience, we have found that they usually distract from the tour, which is not fair to the rest of the students.
- At your check-in time, the "captain" that you have given your checks and numbers to will go to the "MARKET". There will be someone waiting for your "captain " to accompany you with your payment.
- While you are on your tour, the tour guide is "in charge". He or she will be comfortable asking the adults to be quiet so the children can hear, remind them of the need to stay with the group, and in general, will stop anything that interferes with learning.
- Occasionally, we have some behaviour problems. The tour guides and staff will not hesitate to have those who are unruly or behaving in an unsafe manner wait for his or her classmates on the school bus.

### **IMPORTANT STUFF TO TELL THE PARENTS**

- Please ask parents to have the children dress appropriately. They are coming to the country. They WILL get dirty, as will the parents and teachers! We strongly suggest long pants; play clothes and boots. We are not responsible for soiled clothing.
- Since our tour is outdoors, you may want to ask about "bee" sting allergies. While yellow jackets stings are rare occurrences, they do happen. We always get questions about the presence of hay or straw for children allergic to these. We do use hay and straw on the wagons. (Hint: Things that may be helpful are bug spray and moistened hand wipes).
- Parents coming along (or you) may want to bring a camera. There will be lots of great photo opportunities! Some teachers have asked that one of the parents take a class picture. Create a memory worth repeating!
- We at Farmer Bill's will be taking photos for our school tour page on our Website. If any parents do not want their child being on our Website photo gallery please inform us on the day.

Visit our website at [www.farmerbills.com](http://www.farmerbills.com)

Parents, teachers and students are welcome in the store. One adult should accompany 6 students. Besides all of the good things that we grow, we have baking and local crafts. There are tons of great gift items.

### **PICNIC AREAS**

We have several picnic areas that are reserved for school groups. Some areas have picnic tables and others are simply grassy areas. You may want to bring picnic blankets in case you are in an area without tables. If your group is scheduled for the 9:30 tour and will be having lunch at our farm, you will be directed to your assigned areas immediately following your tour. If you are scheduled for the 11:30 tour and will be having lunch at our farm, please plan on arriving at approximately 11:00 for lunch. You will be directed to your picnic area and your tour guide will greet you at approximately 11:25. Whether you are having lunch before or after your tour, it is important that your group remain in your assigned picnic area. For safety reasons, your group will not be permitted on our farmyard unless you are accompanied by one of our staff.

Finally, if you are staying for lunch, we ask that you please bring garbage bags, we have a dumpster that is available for your use; this would be very helpful for us.

### **CANCELLATIONS**

If you need to cancel or reschedule your field trip for any reason, PLEASE contact us as soon as possible! If we haven't heard from you, we will have a guide ready and waiting for your group. To be fair to our staff, they will be paid whether you show up or not. While they may appreciate being paid to NOT do a tour, this created a financial hardship for us and may jeopardize our ability to offer school tours in the future!

**Please refer to enclosed Cancellation Policy for specifics.** If we can reschedule you this season, there is no penalty. Otherwise, depending upon the amount of notice you give us, you will be billed according to the number of tour guides we have reserved for your group.

### **BAD WEATHER**

Rain does not stop us, but lightening or strong winds will keep us from going to the forest. Bad weather in your area does not always mean that it is bad weather here at the time of your tour. Obviously, we may have to make some modifications in the tour to ensure safety. **There are no weather-related refunds.** If you do feel you must cancel, please call us **AS EARLY IN THE MORNING AS POSSIBLE so we may cancel staff if necessary.**

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**A REMINDER...  
YOU CAN BUY LUNCHES HERE!!!!**

In the previous year, parents saw other schools buying lunches here, and asked why they didn't know about that option. Many parents told us they would rather have paid \$2.50 for their child's lunch than pack a lunch, and wished the teacher had given them that choice. The lunch is a "kid pleaser" a hot dog, chips and juice drink for \$2.50. You can pay for the lunches at the same time you pay for your tour. We can easily have these lunches available and ready, but **you must let us know at least 2 days in advance just how many lunches you wish to order, and the time you want them ready to eat. Just call.**

Thanks!  
Kryssie Brossoit, Market Manager

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**Important Note: Please bring this portion of your confirmation letter with you on your field trip. This form, along with payment for your group, must be presented on your arrival.  
Please call Kryssie 2 days before your tour with the confirmation numbers!!!!**

Day of Week: \_\_\_\_\_ Date: \_\_\_\_\_  
Check In Time: \_\_\_\_\_

# Students \_\_\_\_\_ Grade \_\_\_\_\_ # Buses \_\_\_\_\_  
# Teachers/Aides \_\_\_\_\_

Reserved area for Lunch \_\_\_\_\_  
If yes, eating before or after tour \_\_\_\_\_

School or Group \_\_\_\_\_  
Contact Person \_\_\_\_\_

**If you have concerns about any of the above information OR if the number of people in your group has increased or decreased by 20% or more, PLEASE CALL US IMMEDIATELY!!**

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