



## IMPORTANT PARENT INFORMATION

Please ask parents to dress children appropriately. We suggest long pants, play clothes and old shoes since they might get dirty. If it's a rainy day, raincoats, boots and umbrella are suggested. We still do the tours in the rain.

Children with allergies to "bees" should bring medication with them. No straw or hay is used on wagons for the benefit of people with those allergies.

We do not allow parents to tag along in their own cars. The count that you have given us tells us how many wagons and guides you need to be safe and comfortable. We cannot accommodate last minute additional adults.

All are welcome in our store (Big Barn). Students must always be accompanied by an adult.

### BAD WEATHER

Rain does not stop tours, but lightning or strong winds will keep us from going out to the orchard. The School Tour Coordinator will determine this when needed. Bad weather in your area does not mean that there will be bad weather at the Orchard. Obviously, we may have to make some modifications to the tour to ensure your safety.

### CROP REPORT

We are very busy out here at the Orchard. The apple trees just finished full bloom and honeybees have been working hard to pollinate all the blossoms. Thanks to Glenn Sharpe from Frankfort, IL for bringing in 40 beehives to help with pollination. We are just getting started planting another 5,000 trees so we continue to have high quality fruit for schools and families to pick. So far, the crop looks fantastic. We look forward to seeing you all this fall.



## Important Teacher Information

This letter of information has everything you'll need to know to ensure that your class has a great time at County Line Orchard.

**EVEN IF YOU'VE BEEN HERE BEFORE, PLEASE READ THE ENTIRE LETTER CAREFULLY.** Our goal is to provide an educational and fun tour. There may be new information enclosed.

### TOURS

Our educational tours last approximately 70 minutes. It includes lessons on pollination, cider pressing, washing, and packing apples, photosynthesis and of course picking of apples or pumpkins. Tours start at 9:00am and run until 12:30pm. We have tours going out every 10 minutes.

### MONEY

The cost of the tour for picking apples/pumpkins is \$8.00 per person in the group. Tour for both apples and pumpkins is \$10.00 per person.

After meeting our minimum of 12 paid admissions, we will allow 2 free admissions per tour guide for teachers and/or paid staff. We strongly urge that you pay for the tour with a school check or credit card (we do not accept personal checks or PO's). We cannot issue refunds for students unable to attend due to illness. In lieu of a refund, apples/pumpkins will be sent back with the teacher for the absent students. If you have last minute additions to your trip, you can pay the additional balance at the time of check in with cash or card. Please be sure to pay for the entire group at one time. If your group is a small one, remember that we have a minimum charge of \$72 per tour guide, before the 2 free admissions per tour guide.

### PICNIC AREA

You are welcome to use our picnic area. We have tables and some covered areas that are on a first come first serve basis. Please place garbage in the designated containers after using the picnic area so it's clean for the next group.

Toilets, hand washers and drinking water are located in picnic area.



## IMPORTANT TEACHER INFORMATION

Bring labels with the student's name already printed on so all they must do is put the label on the bag of apples. This will save time in writing names during tour time. If needed, bring your own bags for pumpkin picking. NO bags will be provided for the pumpkin tours.

- Any field trips that are not paid in full by November 1<sup>st</sup> will be assessed a late charge. There is a returned check fee of \$35. Any unpaid balances may result in cancellation of the following year's tours.
- Eating and drinking is prohibited on the tour including apples in the orchard.
- Should any health issues arise please come to the check-in area for assistance.
- Call us if there are changes in your numbers of attendees. We may need to make adjustments. We will be giving a confirmation call one to two weeks before your tour. As long as there are no changes, you do not need to call back.
- Please notify your parents that lunches are to be eaten outdoors, so dress appropriately. If it's raining, outdoor covered areas are available. School tour groups are allowed to purchase food from the restaurant but must eat outside.

### DROP OFF/ PICK UP:

Please advise the buses to pull forward to allow other buses into the lot. While you are checking in, have your children unload from bus and meet you in a designated area. Children must unload immediately so the busses do not cause a traffic jam. After exiting the bus, Teachers will be given a bin to store lunches if not eating upon arrival. The designed bin will have the school's name on the front. Only one bin per school (not per class) will be given so it is advised to put lunches in a container marked with Teacher's name on it.

Make arrangements with driver for pick up time. Teachers can call bus drivers for pick up. Bus can circle around lot to pick up where they dropped off. Please do not block driveway while doing this so we do not back up traffic.



## CANCELLATION POLICY

### For School or Group Tours

Should you need to reschedule, there will be no penalty if you reschedule your tour for this season. We will be happy to work with you to find a mutually agreeable date. Our ability to find that date may depend on the amount of time you give us.

County Line Orchard’s minimum price is \$72 per scheduled tour guide (based on 12 paying guests). Our cancellation policy is based upon that figure. Please note that the actual cost is \$8.00 for each student and parent for Classic Tours, and \$10.00 for Deluxe Tours.

Our confirmation letter indicates the number of tour guides reserved for your tour.

TIME BEFORE SCHEDULED TOUR*	PENALTY
28 days or more	NONE
21 to 27 days	\$40 per tour guide scheduled
14 to 20 days	\$50 per tour guide scheduled
0-13 days or “no shows”	\$72 per tour guide scheduled

\*While we make every effort possible to return your call, fax or email the day we receive it, “time before schedule tour” is based upon the date you are given a cancellation number from us, not the date you leave a message. Do NOT consider your tour cancelled until you are given a cancellation number from us. Cancellations left on voicemail or email are not final until you are given that cancellation number from us.

Weather related: Cancellations because of weather made the day of the scheduled tour will be dealt with on a case-by-case basis, but rarely result in a charge.

If you have questions, or need to change your plans, you may reach us by:

Phone: (219) 947- 4477 x 1262

Email: [tours@countylineorchard.com](mailto:tours@countylineorchard.com)