

## MOUNTAIN HOLLOW FARM STORE & STUDIO



553 Vancel Road, Tazewell, TN 37879 | (423) 869-8927  
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Mountain Hollow Farm is a working farm. Proper preparation will help to ensure a fun, educational, and safe visit. Please review the following information and share it with your students, fellow teachers, chaperones and bus drivers, as appropriate.

Our goal is to make your field trip the most exciting, relevant and memorable of any that you have taken. If you have questions after reviewing this document, please contact us. Thank you!

### **Pre-Trip Planning**

#### **Planning Check List**

- Double-check program date/time in confirmation letter.
- Notify Mountain Hollow Farm if information is incorrect.
- Make/confirm arrangements for meals during the visit.
- Confirm transportation. (Please give your bus drivers the map below. We have a large gravel parking lot for bus and chaperone parking.)
- Arrange chaperones. We allow 1 teacher or chaperone per 10 students at no charge. Additional adults must pay the student rate. Bus drivers are free.
- Review appropriate information with all participating teachers, chaperones, students & bus drivers.
- Collect permission slips.
- Discuss farm manners with students (See Farm Rules below).
- Inform students that backpacks, iPods, cell phones, and other electronic devices must remain on the bus during the visit.
- Check weather reports prior to the day of the trip.
- Prepare your group to respect other visitors and be on their best behavior.
- If your group is larger than 24 students, please divide your students into 3 groups with at least one adult chaperone per group before arriving. We will start and end the tour as one large group, but divide into 3 smaller groups during the rest of the tour.
- Gather all money and complete the payment form. Designate one person to handle registration when you arrive. We accept cash, business/group checks, VISA & MC. We do not accept personal checks for tours.

## **Suggested Items to Bring on Your Tour**

- Sack lunch – if you have reserved a picnic area
- Cooler in which to store lunches
- Drinking water
- Wet wipes, antiseptic gel, or soap and clean towels
- Quarters for the animal feeders
- Jacket (in cool weather)
- Camera
- Sunscreen
- Hat & sunglasses
- Money for snacks and/or souvenirs

## **Dress**

You are visiting a real farm, and we will be outside for the entire program. Wear clothing comfortable for walking or hiking. Layering for temperate weather or cool days makes sense. (Note: It is ALWAYS cooler at the farm than in town.) Wear comfortable flat-soled shoes. Sneakers or hiking boots are fine – NO open-toe shoes, open-heel shoes, or high heels. Chances are good you will get a bit dirty, so jeans and t-shirts are a good choice.

## **Payment**

Payment must be made in advance or on the day of your visit upon arrival. One person must handle payment for the whole group. Cash, Visa, MasterCard and pre-approved checks made payable to Mountain Hollow Farm are accepted. Date of visit, group/school name, contact name and phone number must appear on check. Check should be sent to Mountain Hollow Farm, 553 Vancel Road, Tazewell, TN 37879.

## **At the Farm**

### **Arrival & Check-in**

Field trip times are spaced appropriately so that each group has ample time to enjoy the farm. Groups that are late may receive a shortened tour so as not to deduct from other groups that follow. Please call ahead if your trip is running late or cancelled for any reason.

- Please BE ON TIME and park buses in the bus parking lot.
- An educational instructor will meet you at the bus drop-off area. Please have your payment form and payment ready. All students and extra chaperones should remain on the bus until the person handling the check-in and payment returns to the bus.
- If you have reserved a picnic area, we will take your lunches to it on a wagon.

- Students are welcome to visit the concession stand to purchase snacks and souvenirs before and after the tour. Adults are encouraged to visit the Mountain Hollow Farm Store & Studio at any time, provided that there is at least 1 teacher or chaperone with each group of students at all times.

### **Sample Schedule**

- 9:00-9:05 Check-in
- 9:05-9:30 Use the restrooms & gather in the pavilion
- 9:30-9:40 Introduction
- 9:40-9:45 Break into groups and go to your 1<sup>st</sup> station
- 9:45-10:00 Station 1
- 10:00-10:05 Go to 2<sup>nd</sup> station
- 10:05-10:20 Station 2
- 10:20-10:25 Go to 3<sup>rd</sup> station
- 10:25-10:40 Station 3
- 10:40-10:45 Return to the pavilion for wrap-up session
- 10:55-11:00 Wrap-up session
- 11:00-? Lunch & shopping

### **Rules at the Farm**

The following are simple rules to help you and your group enjoy your visit to Mountain Hollow Farm. Teachers and chaperones should be aware of these rules and remind their students of what constitutes appropriate behavior on the farm. Thank you in advance for your cooperation.

- Please respect our farm and stay within the areas designated by your tour guide.
- At least one teacher or chaperone is required to stay with each group at all times and to maintain appropriate student behavior. Please remind chaperones of this.
- Encourage students to take bathroom breaks before or after the tour. Our restroom facilities are usually "port-a-potties." A chaperone must always accompany children to the restroom facilities.
- All animals must be treated with respect.
- Feeding the animals is OK, but ONLY with feed purchased at the farm. Please DO NOT feed the animals any other food.
- Do not pick the flowers or plants, remove any object from the farm.
- Do not harass, taunt, chase or throw anything at any of the animals or fellow visitors.
- No running, yelling or roughhousing.
- Photography is permitted and encouraged.
- Smoking is permitted only in the designated areas.

## **First Aid**

As a precaution, please make sure to bring any medications a student may need. We stock a standard first aid kit similar to the kind found at discount stores. If an incident warrants more assistance than we can supply, we will contact the appropriate emergency personnel. We DO NOT under any circumstance dispense any medications.

## **Cancellations**

If you must cancel your trip for any reason other than weather, please give us at least 10 days notice.

## **Preparation and Follow-up activities**

We have a Teacher Packet available with in-class activities to supplement the tour. It can be accessed through our website at [www.mtnhollow.com](http://www.mtnhollow.com). Additionally, there are a few simple things you can do with your students to maximize the educational value of the tour. For example, encourage the students to observe any changes on the bus trip to the farm from school. How did the landscape change? Was there a different smell? Were there different sounds? Will the students be completing a writing or other classroom activity after their visit?

The more students are asked to think about their visit before and after the tour, the more they will learn and remember.

It might also be helpful, for future field trips, to discuss the good points and bad points of the trip. At a minimum, your teachers and chaperones should be involved in this discussion, but your students will also have some relevant points. Any suggestions or recommendations you wish to pass onto us would be greatly appreciated!

# Bus Driving Directions

Please follow these directions when traveling to Mountain Hollow Farm on a bus. It is about 5 minutes longer than the regular route but the turn onto our road will be easier for buses to negotiate.

- 1) From Route 25E:
  - a) **Traveling southbound**, turn right onto Harbor Road just after crossing the Powell River.
  - b) **Traveling northbound**, go past RO Giles Flea Market approximately 1.3 miles, turn left onto Harbor Road (if you cross the river, you missed it).
- 2) Drive 2 miles – go past the first entrance to Vancel Road – and turn right onto the 2<sup>nd</sup> entrance to Vancel Road. The turn comes up quickly and there is a tan house on Harbor Road immediately after the turn.
- 3) Drive 0.9 mile to Mountain Hollow Farm on the left.

