

Field Trip Planning Form

This form is to be used when students take any trip off campus for school purposes.

School: Yealey Grade(s): 5 Class/Activity Group/Team: 5th Grade
 Teacher/Sponsor/Coach: Andrea Clark Cell Phone Number: (859) 308-8982
 Person trained with current medication administration training CPR/FA/AED credential: Andrea Clark, Sheila Huff, Vanessa Vandergriff
 Destination Venue, Location and State: Conner Prairie 13400 Allisonville Rd. Fisher, IN 46038
 Trip Location Contact Person: Monica Adams Phone Number: (317) 776-6000
 # Teachers: 5 # Students: 80 # Chaperones: 12 Adult/Student Ratio: 5:1

Date(s) & Times		Cost		Transportation	
Departure Date: <u>10/8/26</u>		Total Cost: \$ <u>1300</u>		☐ District Bus/Van	
Time: <u>8:45</u> <u>AM</u> /PM		Funding Source: <u>Students / Chaperones</u>		☒ Charter Bus: <u>Executive</u>	
Return Date: <u>10/8/26</u>		Fee to be assessed to students: \$ <u>50</u>		Approved Bid – Company Name	
Time: <u>6:00</u> <u>AM</u> /PM		Attach Student Activity Cost Form 09.15 AP.23		☐ Other: _____	
				Attach a copy of Charter Bus Contract.	
Meals	At school prior to departure ☐		Student Packed ☒		Location where packed lunches will be consumed: <u>Conner Prairie</u>
	School Cafeteria Packed ☒				
	Student Purchase Restaurant ☐ (Name and location of each stop)		Name & Location:		
		Name & Location:			
Over Night	Date:	Lodging:			
	Date:	Lodging:			

Trip Purpose and Core Content/learning targets: Provide students with hands-on learning experiences that bring history to life. Engage in inquiry & observations and make connections.
 Special Student Circumstances: Review rosters for students who require handicapped accessibility, students not participating, other: _____

If any medication is listed on the parent permission form, someone must be identified and trained to administer medications. Consult with the school nurse to see who is permitted to give routine and/or emergency medications in the state(s) where the trip is planned. This form may not be submitted to Central Office for Board consideration until you have listed who will be administering all medications and the nurse has ensured that they are trained and authorized.

Name of trained administrator(s) of routine and emergency medications: A. Clark, S. Huff, V. Vandergriff
 School Nurse Initials: FNS for verification that medications administrator listed above received training.
 Due Date: _____ to turn in Roster and completed Parent Permission Slips for nurse's final review.
 The following items have been completed or are in process. (Teacher/Sponsor/Coach must initial below)

- N/A I have viewed the field trip video for teachers/sponsors/coaches found on the district website
C I have attached an anticipated Trip Itinerary
C I have evaluated the trip site for potential hazards/special requirements
C I have an event-specific emergency action plan for the trip site and will distribute to all personnel attending the event in an official capacity.
C Funds have been secured for indigent students
C If needed, background checks for chaperone approval have been initiated
C Plans have been made for students who currently have medication orders on file at the school, to receive routing medications (trained employee for KY trips and states where approved, nurse, or parent attending):

Teacher/Sponsor/Coach Signature: Andrea J Clark Date: 7/10/26

School-Related Student Trip Request FormEVENT SPECIFIC EMERGENCY ACTION PLAN (EAP)
FOR

ATHLETIC AND NONATHLETIC EVENT HELD OFF-CAMPUS

Destination/Venue Conner PrairieVenue Address 13400 Allisonville Rd. Fishers, IN 46038Person or email contacted at venue to discuss EAP Monica AdamsPosition/Title of person contacted Guest RelationsDate (s) of contact 7/6/26Is there an Automatic External Defibrillator (AED) on site ☒ yes ☐ no? Is it regularly maintained? ☒ yes ☐ no? If yes, where is it located? 13 locations - List attachedDoes venue have an emergency response team (ERT) yes ☒ no?Process to request AED and/or ERT if needed at the scene Have a staff member call on site EMTWill a portable AED be taken from school on this trip ☐ yes ☒ no? If yes, who will be responsible for oversight and location of AED? _____Is any other assigned emergency equipment available on field trip? ☐ yes ☒ no

If so, list location of equipment _____

The school personnel or volunteer attending in an official capacity who is in charge of the student is responsible for the main components of the EAP.

The main components of this Cardiac Emergency Action Plan that need to be communicated include:

- Location of AEDs.
- If possible, how to gain access.
- Steps that must be taken quickly to initiate the chain of survival.
 - Recognition of a sudden cardiac arrest event (assume cardiac arrest in anyone who is collapsed and unresponsive and not breathing).
 - Call 911 using cell phone or other means of communication.
 - Begin Hands-Only CPR (push hard and fast in center of chest about 100 times/minute).
 - Retrieve and use the nearest AED.
 - Continuing supporting the victim until the local EMS arrives and takes over care; and
 - Direct EMS to the scene.

○ APPROVAL SIGNATURES REQUIRED

- CHECK ALL BOXES BELOW THAT APPLY TO THIS TRIP REQUEST AND SECURE ALL REQUIRED SIGNATURES

○ Principal: Renee Turner Date: 7/16/26

○ ☐ Required for all trips

○ Superintendent/Designee: James Detwiler Date: 7/22/2026

○ ☐ Overnight Trips

○ Board of Education: _____ Meeting Date: 8/13/2026

○ Submit forms to Superintendent/Designee for review and submission to the Board for approval.

○ ☐ Travel outside the Tri-State area of KY, OH, IN

○ ☐ Common Carrier contract including cost

○ ☐ Common Carrier Transportation Reason for using a Charter Bus/Plane: _____

○ All field trip forms requiring Board approval must be completed and submitted by Deadline for next Board meeting.

THE THREE MINUTE RESPONSE PLAN OR LESS FOR AED

LOCATION AT CONNER PRAIRIE

CURRENT LOCATIONS OF THE AED'S: (13)

- CHINESE HOUSE—IN THE STORAGE ROOM IMMEDIATELY SOUTH OF CHINESE HOUSE RESTROOMS
- EMT CART
- RIVER CROSSING—BY THE WEST WALL NEAR THE F&B OFFICES
- NECESSARY—INSIDE THE BREAKROOM ON NORTH WALL NEXT TO KITCHEN SINK
- PRAIRIE HOUSE—BY THE KITCHEN WEST WALL
- PRESIDENT'S HOUSE—BY THE KITCHEN WEST WALL
- MEC-EMPLOYEE HALLWAY WEST WALL
- MEC-CLOWE'S VESTIBULE SOUTH WALL
- MEC-LILLY LOBBY WEST WALL
- MEC-HALLWAY BANQUET ROOM 2 NORTH WALL
- MEC-SPARK LAB EAST WALL
- TWO AED'S IN MY OFFICE AS SPARES

CONNER PRAIRIE

STEP INTO THE STORY

Transaction Date: 07/06/2026

Order #: 14299727

Yealey Elementary
Andie Clark
10 Yealey Dr
Florence, KY 41042

Phone: (859) 282-3333

Email: andrea.clark@boone.kyschools.us

Thank you for your reservation. You are confirmed for the following program(s):

Date: 10/8/2026

Reservation Name: Yealey Elementary - Clark

Notes:

Start Time: 11:00AM

End Time: 4:00PM

Group Type: SchoolTour-5th Grade

Payment Due: 10/8/2026

100	School Tour - Guest Student -	X	\$9.00	=	\$900.00
16	School Tour - Guest Chaperone -	X	\$9.00	=	\$144.00
100	Museum Experience Add on - Guest Student -	X	\$4.00	=	\$400.00
16	Museum Experience Add on - Guest Chaperone -	X	\$4.00	=	\$64.00
116					\$1,508.00

11:00 AM-4:00 PM	School Tour
11:00 AM-11:55 AM	Museum Experience Add on (Group 1)
11:30 AM-12:00 PM	School Tour Animal Encounters (Groups 2 and Group 3)
12:00 PM-12:15 PM	School Tour Animal Encounters (Group 1)
12:00 PM-12:55 PM	Museum Experience Add on (Group 2)
12:30 PM-1:00 PM	School Tour Lunch (Group 1 and Group 3)
1:00 PM-1:30 PM	School Tour Lunch (Group 2)
1:00 PM-1:55 PM	Museum Experience Add on (Group 3)

CONNER PRAIRIE

STEP INTO THE STORY

Dear Educator,

Thank you for booking a school tour to Conner Prairie! Please double check the date and time on your agreement you received with your confirmation email.

Your Self-Guided School Tour visit includes access to the Lenape Camp, William Conner House, 1836 Prairietown, Treetop Outpost, Nature Trails, and Promised Land as Proving Ground.

While the Museum Experience Center opens in Spring 2026, we will begin preparing to welcome school tours inside the building in the Fall of 2026 as a first come, first serve add-on experience for a total student rate of \$13. This sign up will be available Summer 2026.

In the meantime, students and teachers can continue to enjoy the high-quality outdoor experiences and immersive learning that connect history with nature, creating unforgettable moments schools return for year after year.

WHAT YOU NEED TO KNOW

What are the fees for self-guided school tours? Admission is \$9.00 per student. Parents/guardians attending as chaperones are \$9.00. Teachers and school staff receive free admission. All chaperones must be included in your school's attendance count and payment.

Adults not included in school payment must pay a general admission rate of \$26 per adult.

When and how do I pay? Admission must be paid on the date of the visit. The Guest Relations Education Coordinator will greet you at the School Tour Check-In location.

Payment must be made in one transaction. Please make checks payable to Conner Prairie.

In the event a school has overpaid due to absent students or adults on the day of your visit, a refund will be issued via check.

Interested in paying via an online link? Email adams01@connerprairie.org for more info.

CONNER PRAIRIE

STEP INTO THE STORY

What should I expect if someone in my group needs accommodations? Conner Prairie strives to provide a quality experience for guests of all abilities. If anyone in your group would benefit from a specific accommodation, please contact Guest Relations to make arrangements in advance.

We welcome nurses and aides at no charge. Please let Guest Relations know at the time of payment so we may still count aides in attendance.

Conner Prairie has a certified first aid responder on site.

Guest relations: 317-776-6000 or email us at SchoolPrograms@connerprairie.org

How many adults should I bring? A minimum of one adult leader for every 10 students in grades 2 and above are required. For students in pre-kindergarten through grade 1, one adult leader for every 5 students is required.

What if we need to cancel or change our School Tour reservation? Call Guest Relations. There is no penalty for canceling or changing dates for a School Tour; please call and/or email so we are aware of any reservation adjustments.

If you are running late on the day of your visit, please call guest relations so we know to still expect you.

What is the weather policy? The outdoor experience areas are open rain or shine in most cases. The exception to this rule is in the event that lightning occurs within a 10-mile radius of the property. If this should happen, the grounds will close and Conner Prairie staff will direct each group to their buses during the severe weather.

Guest Relations will monitor weather forecasts. If the forecast projects a 60% or greater chance of severe weather for the following day, the Guest Relations Education Coordinator will contact scheduled schools to discuss the possibility of rescheduling.

CONNER PRAIRIE

STEP INTO THE STORY

What information should I supply to the adult chaperones? Chaperones play a vital role helping students enjoy their visit. Chaperones can encourage student curiosity, ask open ended questions, and encourage creative and critical thinking. Chaperones should ensure students are following general safety and behavior guidelines. Please make sure chaperones know that in the event of an emergency or incident, they will be a point person for the students in their group. They will assist in helping Conner Prairie staff resolve any issues/emergencies etc. that may arise and may be required to provide follow up information if needed.

Chaperones should have the lead teachers' contact information.

We provide a basic printable/editable sheet with a map, Conner Prairie contact information, general information etc. We recommend utilizing this sheet to add all necessary information such as schedule and lunch location.

What if a student has a Conner Prairie Membership? If a student or chaperone is a member of Conner Prairie, they may utilize their membership to pay their School Tour admission. Please obtain a photo copy of the membership card and have it with you when you pay.

What if a student has an Access Pass? A child with an Access Pass must be accompanied by the adult listed on the card. If the adult named on the pass is not attending, then the Access Pass may not be used.

Is there a tour guide? Our School Tours are self-guided. However, our expert facilitators are staffed throughout the grounds to engage with students, foster learning, and inspire curiosity.

When can we visit the Animal Encounters Barn? Please check your confirmation PDF for your assigned barn time. The sign-ups for this experience would have been completed during booking. If you did not sign up at booking, you are not guaranteed time in the barn.

Each time slot is 15 minutes long and can accommodate a maximum of 75 people at one time. If assigned a time block, please split your group into 15-minute intervals within your time block. After 2:30 the barn will become open admission, abiding by our capacity.

CONNER PRAIRIE

STEP INTO THE STORY

When and where do we eat lunch? We have an outdoor picnic shelter available for school groups. At the time of booking the Guest Relations team will schedule lunch on a first come, first serve basis based on the preferred lunch time given. We will schedule your lunch as close as close to your typical lunch time as possible.

What else can I look forward to from Conner Prairie between now and our School Tour visit? Approximately one week before your visit, you will receive an email containing additional important details about your visit. When the email arrives, please review and let us know if you have any additional questions.

Who do I contact if I have more questions? Call Guest Relations at 317-776-6000 or email SchoolPrograms@connerprairie.org

Executive Charter, Inc.
1810 Monmouth St. Newport KY 41071
859-261-8841
reservations@executivetransportation.org

Account Name: YEALEY ELEMENTARY SCHOOL Acct ID: 3225073

Address: 10 YEALEY DR. FLORENCE, KY 41042

Client Contact: ANDREA CLARK Phone#: _

10/8/2026 8:30:00AM	YEALEY ELEMENTARY SCHOOL	Confirmation# 3214722
MOTOR COACH 55	FROM: YEALEY ELEMENTARY: 10 YEALEY DR. FLORENCE KY 41042	FARE: \$1,625.00
	TO: CONNER PRAIRIE: 13400 ALLISONVILLE RD. FISCHERS, IN 46038	TIPS: \$50.00
TRIP REMARKS:		
WAIT & RETURN; DEPART FOR RETURN AT 4PM		
Order has more than 1 vehicle (2)		
		Total Fare \$1,675.00

10/8/2026 8:30:00AM	YEALEY ELEMENTARY SCHOOL	Confirmation# 3214723
MOTOR COACH 55	FROM: YEALEY ELEMENTARY: 10 YEALEY DR. FLORENCE KY 41042	FARE: \$1,625.00
	TO: CONNER PRAIRIE: 13400 ALLISONVILLE RD. FISCHERS, IN 46038	TIPS: \$50.00
TRIP REMARKS:		
WAIT & RETURN; DEPART FOR RETURN AT 4PM		
Order has more than 1 vehicle (2)		
		Total Fare \$1,675.00

Invoice Total: \$3,350.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service. To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

PAYMENTS: We accept credit card, check or EFT. Please make checks payable to: Executive Charter, Inc.

CREDIT CARD PROCESSING FEE: A processing fee of 3% will be added to all credit card payments.

PAST DUE AMOUNTS: A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

PRICE VARIATIONS: The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DAMAGE AND CLEAN UP FEES: If excessive clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

ITINERARY: A specific itinerary is required 2 weeks before the trip, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature Andrea Clark

Date 6/16/26