

## Field Trip Payment & Cancellation Policies

We're excited to welcome your students for a field trip! To keep things running smoothly for your group and ours, please review our payment, deposit, and cancellation policies below.

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### Field Trip Policies

- Transportation and lunches are the responsibility of the school.
  - A minimum of one teacher or chaperone per group is required. There is no charge for teachers or chaperones.
  - Our field trips are designed to encourage curiosity and connection with nature. They typically occur 100% outdoors and involve walking on uneven terrain, sitting on grass or dirt, and spending the day in the temperature of the outdoors that day.
  - Students, teachers, and chaperones are encouraged to wear clothes appropriate for the weather and shoes for walking on uneven trails.
  - A minimum of 15 students or \$180 is required.
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### Deposits

- In response to feedback from teachers and school bookkeepers, no deposit is due.
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### Final Payment

- The full balance is due **14 days before your scheduled trip**. If your field trip is being scheduled fewer than 14 days in advance, an alternate due date will be provided.
- The full balance is based on the final student count confirmed by our field trip team. Refunds are not given for fewer students attending.
- We accept checks and credit cards.
  - To pay by credit card, reach out to [fieldtrips@schoolhouseofwonder.org](mailto:fieldtrips@schoolhouseofwonder.org) and we'll send you an electronic invoice through Square.
  - To pay by check, please send payment to:

Schoolhouse of Wonder  
Attn: Field Trips  
3600 N. Duke St, Ste 1 #1419  
Durham, NC 27704

- Please note: The booking teacher or school is responsible for payment of the full balance. No refunds are given if fewer students attend than the final confirmed number. Up to 10 students over the confirmed number may attend without charge. Additional students will require payment.

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## Cancellations & Refunds

- **14+ days before your trip** → Refund of any payments made.
- **Less than 14 days before your trip** → 50% refund of any payments made. If no payment has been made before the cancellation, a charge of 50% of the payment will still be owed.

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## Rescheduling

- You may request to reschedule at any time, but all reschedule requests are subject to availability.

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## Weather & Safety

- If **Schoolhouse of Wonder cancels** due to severe weather or unsafe conditions, you may choose a full refund or reschedule at no cost.
- If the **school or group cancels** for weather reasons not deemed unsafe by us, our regular cancellation policy applies. A rescheduled date may be offered but is dependent on availability.

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## Helpful Tips

- We recommend booking early in the school year to ensure your preferred date.
- Once your field trip is confirmed, you will receive an email with your invoice.
- Please share these policies with your school's business office to avoid any payment delays.