



Field Trip Handbook

for Hard Bargain Farm Environmental Campus

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Contact

education@fergusonfoundation.org
(301) 292-5665 ext.

Address

Hard Bargain Farm Environmental Campus
2201 Bryan Point Road
Accokeek, MD 20607





Education Programs

About Us

We're proud to welcome thousands of Pre-K to 12th grade students and community members in the National Capital Region discover the joy of nature each year through immersive, STEM-focused school programs, field studies, summer camps, and teacher training. Our programs also support Maryland's environmental literacy graduation requirement.

Our Mission

The Alice Ferguson Foundation's mission is to inspire environmental stewardship by giving people the tools to understand, appreciate, and protect nature.



Learn More About Our Programs!

Scan with your mobile phone or visit fergusonfoundation.org

Students will...

- **Explore Diverse Habitats**

Our expansive environmental campus along the Potomac River includes 330-acres of emergent wetlands, marsh, forests, and the longest freshwater Living Shoreline in the nation.

- **Practice Scientific Inquiry**

Use nature to conduct STEM-focused field studies around watersheds, water quality, sedimentation, erosion, pollinators, invasive species, and more.

- **Develop Stewardship & Love for Nature**

Through immersive outdoor experiences and service projects students will learn how people impact nature and what they can do to help protect it.

For All Programs

Whether you are attending for the day or spending the night, please familiarize yourself with our general program policies.



Permission Slips

- Be sure to send the Alice Ferguson Foundation permission slips to families in advance of the field trip.
- **All participating students MUST have a signed permission slip.**
- The signed forms will be given to the Foundation staff upon your arrival or emailed in advance.

Chaperones

- All programs require a **ratio of 1 adult chaperone for every 8 to 10 students.**
- To maximize the hands-on educational experience, the Foundation team will divide your group into **smaller groups of 10 to 15 students with 1 to 2 chaperones.** If possible, have the groups arranged before arrival.
- Chaperones will be responsible for student supervision, behavior management, and participation.
- Overnight programs **MUST include at least 2 female and 2 male chaperones** to stay overnight in the bunkhouse.

Clothing and Gear

- This is an **outdoor, all-weather program.** Be sure to dress appropriately for the weather.
- We strongly recommend that all participants **wear long pants and comfortable closed-toe walking shoes.** The hikes in the woods and farm may be through tall grass, mud, uneven terrain, and briar bushes. **Shorts and sandals/crocs are NOT recommended.**
- **Wear clothes and shoes that can get dirty.** Leave your dressy clothes and nice shoes at home.
- **Bring rain gear and several layers of warm clothing for inclement weather.**

How to Plan a Trash Free Visit

- At Hard Bargain Farm, we are committed to maintaining a trash-free environment. We encourage visiting groups to bring a trash-free lunch by considering the packaging of the food they bring.
- **Tips for a Trash Free Visit:**
 - Choose food items that require little to no packaging or packaging that can be recycled
 - Pack food in reusable containers
 - Do not overpack food to reduce food waste
- Be sure to bring a reusable water bottle
 - Our team would be happy to let you borrow a reusable water bottle. Please ask!
 - We do not allow single-use plastic water bottles.
 - All water from our faucets is sourced from our well and is safe to drink.



Program Communication

- If your school is late or having trouble finding our property, please contact the Foundation team as soon as possible.
- **The main office number is 301-292-5665** (Press 4 for the education team)
- **Or contact your Foundation program coordinator via email or cell phone.**
- During an overnight program, emergency contact information is provided to all chaperones. A Foundation team member lives nearby to assist in emergencies.

Weather Cancellation Policy

- **The Foundation does not cancel programs because of inclement weather.**
- However, the program may be cancelled if the school is closed or opening late due to inclement weather. Please contact the program coordinator for details on rescheduling.

Safety, Medications, Illness and Injury

- It is the responsibility of the teacher and school administrators to **inform the Foundation team of any medical conditions** prior to the trip to ensure the safety and well-being of all students
- Chaperones should arrange for 1 vehicle to be onsite in case of an emergency. All chaperones are expected to remain onsite unless there is an emergency.
- The designated caregiver for students with special needs must accompany those students at all times.
- If a student requires an inhaler, epi pen, or other medications during the program, the teacher or chaperone must carry these with the group at all times.
- **All Foundation staff are trained in First Aid and CPR, but are NOT authorized to administer medications or epi pens.**

Emergency Services

The Fort Washington Medical Center is located 7 miles away at
11711 Livingston Road, Fort Washington, MD 20744
Phone: 301-292-7000

The Fort Washington Police Department is located 8 miles away at
11108 Fort Washington Rd, Fort Washington, MD 20744

The Accokeek Fire Department is located 2 miles away at **16111 Livingston Rd, Accokeek, MD 20607**

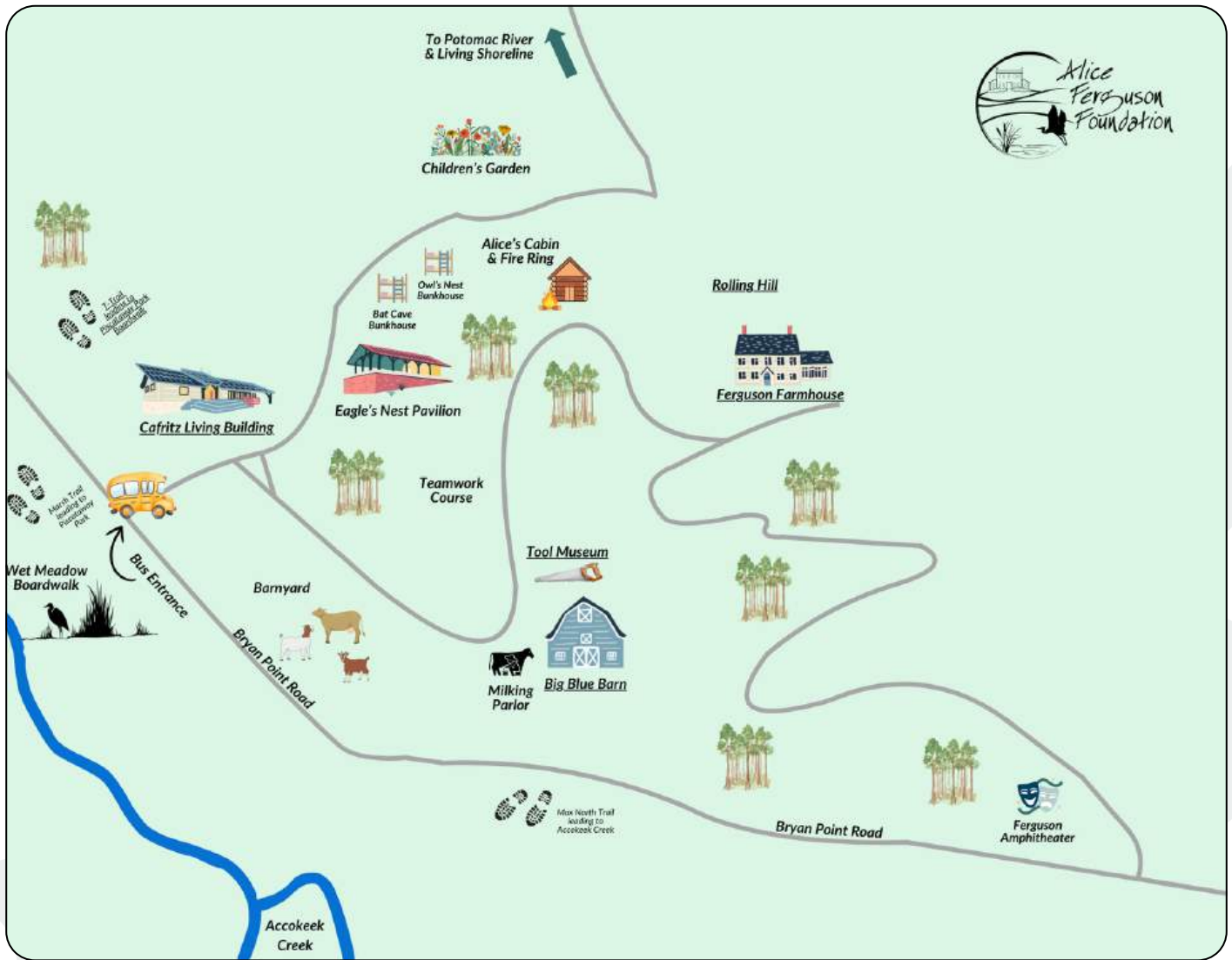
Directions to Hard Bargain Farm

The address of Hard Bargain Farm's Environmental Education Campus is
2201 Bryan Point Road, Accokeek, MD 20607.

Please visit our website for detailed directions at fergusonfoundation.org/contact-us

Please use the second entrance of the property and follow the signs to the pavilion to drop off the group. A Foundation team member will meet the bus.





Hard Bargain Farm Facility

- Our expansive environmental campus, located along the Potomac River, spans 330 acres and features a variety of ecosystems, including emergent wetlands, marshes, forests, and the longest freshwater Living Shoreline in the nation.
- **Educational Facilities:**
 - The main educational building is a net-zero Living Building, designed with natural light and includes a classroom, kitchen, and breezeway that opens to the surrounding forest.
- **Overnight Accommodations:**
 - Overnight programs are hosted in modern, spacious bunkhouses, each equipped with private showers, compostable toilets, and bunkbeds.
 - It is required that each bunkhouse has at least two females and two males to stay overnight in the bunkhouses
- **Additional Facilities:**
 - The property also features friendly farm animals, a garden, rolling hills, and more to explore.
 - Emergency shelters are throughout the property for use during extreme inclement weather.
- **Responsibility for Property:**
 - All program participants are responsible for any loss of property or damages to the facilities during their visit.

Field Trip Expectations

Our staff want you and your group to have the best field trip experience possible. Here are expectations that you should have for us, and we have for your group.



What we expect from the Teachers & Chaperones:

- **Student Supervision and Behavior Management:**
 - Ensure constant supervision of students at all times, ensuring that no one is left unsupervised and everyone stays with the group.
 - Address and manage student behavior promptly and appropriately. Model respectful behavior.
 - Supervise any “free-time” activities of the students
- **Safety First:**
 - Prioritize student safety and well-being, following all safety guidelines and educator instructions.
 - Be aware of any medical needs, allergies, or special considerations for students.
- **Punctuality and Participation:**
 - Ensure students are on time and follow the schedule.
 - Encourage student engagement with the activities and facilitate positive participation.
 - Assist with activities, transitions, and logistics as needed.
- **Communication:**
 - Stay in communication with program staff in case of emergencies, changes, or concerns.
 - Report any incidents, accidents, or concerns immediately to the lead teacher or staff.
 - Follow all instructions and expectations set by the program team.
- **Support for Learning:**
 - Encourage students to be mindful of the learning opportunities provided.
 - Help foster a positive, supportive environment for all students.

What we expect from your Students & all Participants:

- **Respectful Behavior:**
 - Maintain appropriate behavior throughout the trip. While excitement is natural, excessive disruption can hinder learning and enjoyment for everyone.
- **Active Listening:**
 - Listen attentively when an adult, leader, or peer is speaking.
 - Questions and comments are encouraged, but wait for the appropriate time to share them.
- **Participation:**
 - Be engaged in adventures and activities with the group.
 - Take on the responsibilities of cleaning after meals and in the bunkhouse.
- **Preparedness:**
 - Dress appropriately for outdoor conditions, including weather variations.
 - Be prepared to show up with a positive attitude for learning and exploration.
- **Environmental Respect:**
 - Treat the natural environment with care and respect. Leave flora, fauna, and property undisturbed and undamaged. Embrace being an environmental steward!





What to expect from us:

- **All of our staff members:**
 - Complete a rigorous interview process and reference checks
 - Undergo thorough background checks, including fingerprinting
 - Are CPR and First Aid certified through the Red Cross
 - Participate in extensive training throughout the year
 - Are enthusiastic outdoor educators; excited to explore, educate, and inspire
- Our team is committed to providing a safe, educational, and fun experience for every student.

What to expect for meals:

- **Day Programs:**
 - Pack a Trash Free Lunch to enjoy mid-day of the program
- **Extended Day Programs:**
 - Pack a Trash Free Lunch to enjoy mid-day
 - Dinner will be provided by the Foundation
- **Overnight Programs:**
 - Pack a Trash Free Lunch to enjoy mid-day of Day 1
 - Breakfast, Lunch, and Dinner will be provided by the Foundation
 - S'mores may also be provided with a campfire
- **Please note that...**
 - Trip coordinators are responsible for sharing dietary restrictions to the Foundation team in advance.
 - Highly specialized diets (vegan, gluten-free, etc.) are unable to be accommodated. Those with such diets should plan accordingly and bring their own supplemental food.
 - Chaperones are able to bring snacks for the students. Please refrain from bringing additional meals.
 - Chaperones are prohibited from ordering outside food (i.e. Door Dash, Uber Eats, etc.)



Participation Authorization Form

All participants must review and agree to the following Authorization Form. Legal Guardians must sign a Permission Form to agree to these terms.



Injuries

Injuries or accidents can occur as the result of the participant's involvement in the the Alice Ferguson Foundation's activities, programs/classes and the use of equipment, exercise or other activities during this program, and by participating in the Foundation's activities, there are certain risks that are unavoidable. I acknowledge and understand that the Foundation, its employees (including educators, counselors, teachers, trainers), agents/representatives, successors and assigns assume no responsibility for loss, damage, illness or injury to person or property that the participant sustain as a result of their participation in the activities, programs, events, classes during this program. The activities, programs, events and classes include, but are not limited to the use of any equipment for exercise, field trips, waterfront and pool activities, canoeing/kayaking/boating, campfires, team building course, and/or hiking (all of which are conducted outdoors).

I also acknowledge and understand that the Foundation, its employees (including educators, counselors, teachers, trainers), agents, representatives, successors and assigns, shall be held harmless for any injuries to the participant resulting from the negligent actions or conduct of the participant particularly if the actions/conduct are the result of the participant's known or unknown physical abilities/limitations, and that I assume full responsibility for illnesses and personal injuries resulting from the participant's involvement in this program.

I am solely responsible for informing the Foundation of any illnesses, conditions or physical limitations that may affect the participant's ability to fully participate in activities scheduled for this program.

Medical Treatment Authorization

The Alice Ferguson Foundation is prepared to provide basic first aid treatment and to administer cardiopulmonary resuscitation (CPR) by certified members of its staff. The Foundation does not have staff members trained or certified to address specialized medical needs of participant or those with insulin dependent diabetes or a history of seizures.

I (Parent/Guardian) authorize the Foundation to provide basic first aid treatment and/or CPR to my participant by its certified staff members. I also give permission for my participant to be transported by ambulance or aid car to an emergency center for treatment.

In the event of an emergency, I authorize the Alice Ferguson Foundation to obtain immediate medical care and give my consent to the hospitalization and performance of necessary diagnostic tests upon, the use of surgery on, and/or the administration of drugs to my child if an emergency occurs and I cannot be located immediately. I understand that this portion of the authorization is only for the situations where there is a true emergency or life-threatening emergency and only if I cannot be reached immediately upon occurrence of the emergency.

The Foundation will take every effort to contact me and/or my designated emergency contacts upon the occurrence of the emergency, but will make every effort to avoid delay in rendering treatment. I will be responsible for the payment of medical expenses.



Participant Authorization Form Cont'd

Photography

The Foundation reserves the right to photograph or record its events and reproduce the photographs or recordings or similar media for the Foundations' promotional purposes. By participating in this program, I consent to the use of the participant's appearance in materials to be included and used for and only in the Foundation's advertising, promotional or other similar purposes, and discharge the Foundation from claims and liability resulting from the appropriation of likeness or other claim based on the appearance of the participant's likeness in materials not originated by the Foundation. I am responsible for informing the trip coordinator if there is a reason my participant cannot be photographed.

Cell Phones and Electronic Devices

Field Trips to Hard Bargain Farm are intended to be an immersive activity that embraces the natural world. The goal is to have a cell-phone, personal technology free experience. Because personal devices are often lost or can be damaged during outdoor activities, we encourage you to protect your participant from the risk of breaking or losing their devices, or not getting the most out of their field trip, by sending them to the program technology and cell phone-free!

I (Parent/Guardian) am solely responsible for the loss of, damage or injury to all personal property including personal electronic devices (i.e., cell phones, iPhones, speakers, etc.) in the possession of my participant upon arrival at Hard Bargain Farm. The Alice Ferguson Foundation shall be held harmless for any loss of, damage or injury to any and all personal property, including personal electronic devices (i.e., cell phones, iPhones, watches, speakers, etc.) in the possession of my participants upon arrival at the Alice Ferguson Foundation.

Authority

I hereby represent and warrant to the Alice Ferguson Foundation that I have the authority to execute the Participant Authorization/Consent Forms on behalf of myself and/or on behalf of the participant _____ as parent, guardian and/or next friend. In the event my authority is challenged, and a claim is brought against the Alice Ferguson Foundation arising from _____'s participation the field trip program, I agree to hold harmless, indemnify and defend the Foundation from such claims, costs, and associated expenses or damages, including claims involving illness, or injury to persons or property.

I have read and understand the authorizations to allow my participant to be involved in the programs, events, classes and activities included in the Alice Ferguson Foundation programs. I hereby release and discharge the Alice Ferguson Foundation and its employees, agents/representatives, counselors, teachers, successors and assigns, from and against rights to and claims for any loss, damage, illness or injuries to person or property sustained as a result of my participant's involvement in the field trip whether or not such loss, damage or injury results from the negligence of the Alice Ferguson Foundation and its employees, agents, or representatives or from some other cause. My agreement to release the Alice Ferguson Foundation does not include release from any loss, damage or injury that results from the Alice Ferguson Foundation's gross negligence or willful, wanton, or reckless misconduct.

ACCEPTANCE

I expressly acknowledge and agree to the terms and conditions set forth on this Participant Authorization Form.





Outdoor Adventure Schedules & Activities

Day or Extended Programs

- 10 AM Arrival at Hard Bargain Farm
Adventure Activity 1
Lunch and Trash Talk
Adventure Activity 2
- 2 PM Depart from Hard Bargain Farm
OR Adventure Activity 3
Dinner and Dishes
Campfire
- 7 PM Depart Hard Bargain Farm

Adventure Activities

- ✔ Habitat Hike
 - ✔ Meet the Animals
 - ✔ Tool Exploration
 - ✔ Garden & Pollinators
 - ✔ Dip Netting
 - ✔ Birds Up Close
 - ✔ Talkin' Trash
 - ✔ Cow Milking
 - ✔ Wagon Ride
 - ✔ Campfire & Stories
 - ✔ Team Building Games
- & more!**

Additional activities are available for program interests.

Overnight Experiences

Choose from 2-day, 1 night or 3-day, 2-night programs.

Day 1

- 10 AM Arrival at Hard Bargain Farm
Adventure Activity 1
Lunch and Trash Talk
Adventure Activity 2
Free Time
Dinner and Dishes
Evening Program
- 10 PM Lights Out

Day 2

- 7 AM Wake Up
Breakfast and Dishes
Adventure Activity 3
Lunch
Adventure Activity 4
Wagon Ride
Dinner and Dishes
Evening Program
Campfire
- 10 PM Lights Out

Day 3

- 6 AM Wake Up
Breakfast and Dishes
Cow Milking
Adventure Activity 5
Program Wrap Up
Lunch
- 12 PM Depart Hard Bargain Farm



Preparing for a Day Experience

What to Wear

Year Round:

- Hiking boots or closed toe shoes that can get dirty and/or wet
 - No crocs or sandals
- Long Socks
- Long pants
 - Light weight for hiking or Jeans for cold temperatures
- Long or short sleeve shirts

Considerations:

- Jacket or hoodie
- Rain gear (rain jacket or poncho)
- Sun hat

In the Colder Weather:

- Wool/fleece sweater or heavy jacket
- Wool Socks
- Gloves, warm hat, scarf

Preparation Tips

- Wear clothes and shoes you do not mind getting wet or dirty.
- Do not wear “dressy” or nice clothes.
- Outdoor footwear is essential.
- Look ahead at the forecasted weather.

**Don't have all of the suggested gear?
Reach out to us and we'll be happy to help!**

What to Bring

Be Ready With:

- Reusable water bottle
- Trash-free lunch

Optional Items:

- Binoculars
- Sunscreen and bug spray
- Daypack/small backpack for hiking

Do Not Bring

- Cell Phones
- Electronics (*iPads, watches, speakers, etc*)
- Knives and weapons
- Jewelry
- Expensive Personal Belongings

Please note that cell phones and other electronic devices are not recommended. The Alice Ferguson Foundation/Hard Bargain Farm is not responsible for any damage to or loss of any cell phone or personal belongings.





Packing List for Overnight Experience

All students will have their own space around their bunkbed to store items. Consider packing items in a bag that provides easy organization.

Clothing Items

- Sneakers or light hiking shoes for general activities (no crocs)
- Hiking boots or closed toe shoes that can get dirty and/or wet
- Long pants (Light weight for hiking, Jeans for low temperatures)
- Long and short sleeve shirts
- Wool/fleece sweater or light jacket
- Warm coat in cold weather
- Socks (wool and long socks are encouraged;+ 2 extra pairs)
- Sun hat or Warm hat
- Rain gear (rain jacket or poncho)
- Underwear (+ 2 extra pairs)
- Pajamas

Optional Items

- Binoculars
- Book (with optional book light)
- Comfort item (stuffed animal or blanket)
- Sunscreen and bug spray
- Small flashlight or headlamp
- Daypack/small backpack for hiking
- Quiet games

Packing Tips

- Pack clothes and shoes you do not mind getting wet or dirty.
- Outdoor footwear is essential.
- Be sure to pack extras.
- Look ahead at the forecasted weather.
- Mark all personal items with the student's name.

Non-Clothing Items

- Reusable water bottle
- Sleeping bag/blankets/sheet
- Pillow
- Bath towel, washcloth, soap
- Personal toiletries (toothbrush, toothpaste, non-aerosol deodorant, brush/comb, etc.)
- Shower shoes
- Trash-free lunch for the first day

Do Not Bring

- Cell Phones
- Electronics (*iPads, watches, speakers, etc*)
- Knives and weapons
- Jewelry
- Expensive Personal Belongings

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Field Trip Handbook Reminders



Cellphones and Electronic Devices

Field Trips to Hard Bargain Farm are intended to be an immersive activity that embraces the natural world. Our goal is to have a cell phone and technology-free experience. Because personal devices are often lost or damaged during outdoor activities, we encourage you send them cell phone and technology-free!

If you would like your student to have their phone during an overnight field trip, the phone will be stored in the locked bunkhouse to use during free-time.

To ensure their safety and your peace of mind:

- The main office and educational building are equipped with a landline phones.
- Teachers and chaperones will have their cell phones.
- Our educators stay connected with each other using walkie-talkies and personal devices.

Complete Student Permission Forms: ALL students MUST have a signed permission form to attend the field trip.

Review the Checklists: Review the preparation and packing list thoroughly to ensure your student is fully prepared for for a successful field trip.

Communication is Key: Be sure to inform the Foundation team of any medical conditions, dietary restrictions, student hesitations, or changes prior to the field trip.

Embrace Outdoor Adventure: Encourage your students to immerse themselves in the natural surroundings and enjoy the wonderful experiences awaiting them.

