



Liberty, MO  
[www.NatureSanctuary.com](http://www.NatureSanctuary.com)

# *MARTHA LAFITE THOMPSON NATURE SANCTUARY*

## **FIELD TRIP PROCEDURES AND POLICIES**





# **TABLE OF CONTENTS**

- 1. Scheduling a Program**
- 2. Billing Procedures**
- 3. Weather Accommodations Policy**
- 4. Sanctuary Policies**
- 5. Arrival Information**

- 6. Directions and Parking**
- 7. Additional Features of the Nature Sanctuary**
- 8. Helpful Information**
- 9. Student and Chaperone Information**
- 10. Contact Information**



# SCHEDULING A PROGRAM

## To Schedule a Program

Give us a call at 816-781-8598 anytime between 9:30 a.m. and 4:30 p.m. (the best time to reach the director is after 3:30 p.m.), Tuesday through Friday. We'll make the process quick and easy!

When you call, please have the following information handy:

- The program you would like to schedule
- Your school's name, address, email, and phone number
- Grade level and number of children attending
- Your preferred date and time (plus a couple of backup options, just in case your first choice isn't available)

If any children in your group need special accommodations, please let us know—we want everyone to have a wonderful experience!

Our programs are very popular and fill up fast, so we recommend you call as early as possible to reserve your spot. You are always welcome to check with us if you have a last-minute request.

We look forward to welcoming your group soon!





# BILLING PROCEDURES

Before your visit, you will receive a:

- confirmation email with attachments to
  - billing information
  - a health release form
  - important pre-visit details

Please share these materials with all teachers attending the field trip, and provide any necessary instructions and maps to your bus driver.

We ask that your payment be submitted three weeks before your visit. If this timing does not work due to your school's policies or procedures, please let us know—we're happy to work with you. Payments can be made by credit card through our Square link that is emailed to you, or your invoice can be printed and mailed in with a check. We also accept walk-in payments if that's more convenient for you.

Thank you, and we look forward to your visit!





# WEATHER ACCOMMODATIONS POLICY

At Martha Lafite Thompson Nature Sanctuary (MLTNS), we strive to provide enriching experiences for all participants, many of which include outdoor activities. The safety and well-being of our guests are our top priorities. Please review our weather accommodations policy below:

- Outdoor Program Adjustments: In the event of severe weather, our staff will be prepared to implement alternative indoor activities to ensure the continuity and enjoyment of your program.
- Program Cancellations: Scheduled programs will only be canceled in cases of extreme weather conditions. Additionally, if Liberty schools are closed due to weather, MLTNS will also be closed.
- Rescheduling Procedures: Programs may be rescheduled based on availability. There will be no fee for rescheduling due to school emergencies or hazardous weather conditions.
- Administrative Fee: If you need to reschedule your program for reasons other than weather or emergency, a \$25 administrative fee will be applied to your bill.
- Refund Policy: Please note that MLTNS does not issue refunds for canceled or rescheduled programs.

We appreciate your understanding and cooperation as we work to provide a safe and enjoyable experience for all participants. If you have any questions regarding this policy, please feel free to contact our office (816)781-8598.





# SANCTUARY POLICIES

Our programs encourage hands-on learning, but to protect The Sanctuary, please remind students not to pick flowers, leaves, or collect any natural materials unless the naturalist gives permission. By following these rules, practicing “Carry in, Carry out,” a policy urging individuals to take responsibility for their waste when visiting natural spaces, meaning anything brought in should be taken back out for disposal and respecting the “Leave No Trace” principles, by encouraging students to respect wildlife, stay on designated trails, and leave the area just as they found it, helps protect the environment for everyone. Please review these guidelines with your class before your visit.

Proper attire is essential for a safe and comfortable experience at The Sanctuary. Since most of our programs take place outdoors, all students and adults should dress appropriately for the weather. Shirts and closed-toe shoes or boots are required at all times. Sandals, Crocs™, and aqua socks are not permitted.





# ARRIVAL INFORMATION

We kindly ask that you **arrive at least 10–15 minutes before your program** to allow time for line-up and restroom breaks, helping ensure a smooth and enjoyable experience for everyone. You're also warmly welcome to arrive earlier to enjoy some free time or stay afterward to explore hiking trails, have lunch, and visit the gift shop. We look forward to your visit!

**Transportation Assistance:** A field trip transportation grant may be available from the Missouri Department of Conservation to assist public, private, and homeschool educators interested in taking students to field trips. Please visit [www.mdc.mo.gov](http://www.mdc.mo.gov) for more information.

**Need Help With Program Costs?** Ask for our fall discount on programs scheduled between September 1<sup>st</sup> and December 1<sup>st</sup>.

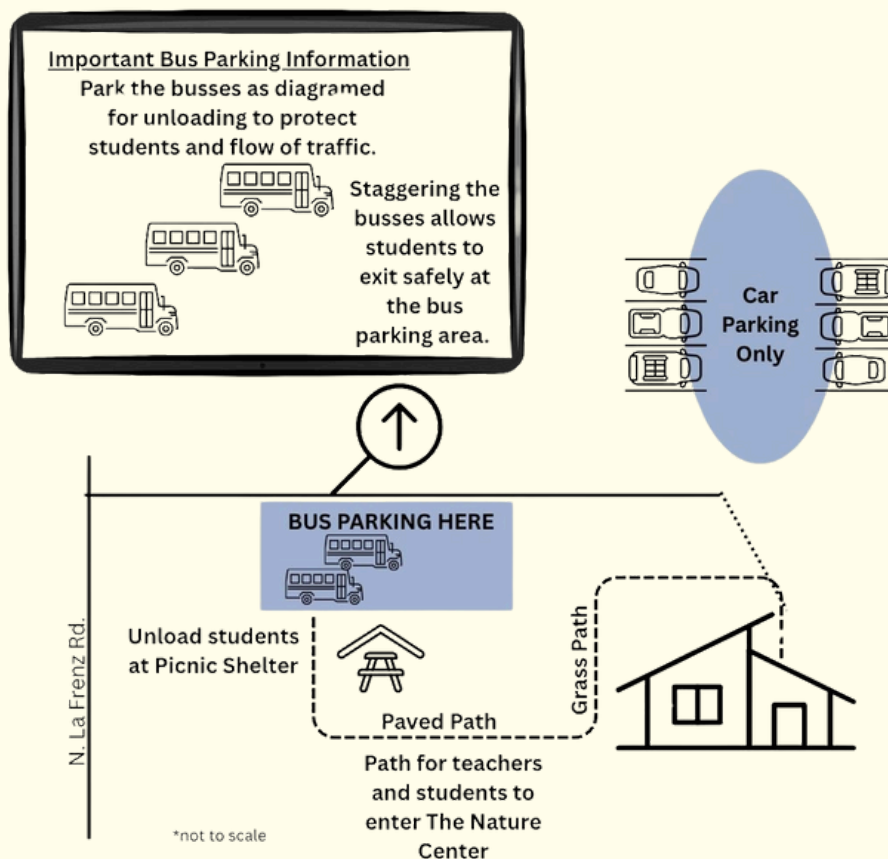


# DIRECTIONS AND BUS PARKING

1. Enter Liberty and head **east on Highway 152**.
  - a. The road name changes to **“Kansas”** after the intersection with Highway 291.
2. **Stay on Kansas**
3. Turn **right on Ridge Ave.** by Heritage Middle School football field.
4. Stay on this road while the **road name changes** (4 times) from S. Ridge Ave. to Forest Ln. To Sunset Ave., then to **Mill St.**
5. Follow **Mill Street** to the traffic light by William Jewell College.
  - a. At this light, turn **right onto Mill-Richfield Road.**
6. Drive over the railroad tracks and over the bridge on Mill-Richfield Road.
7. Half a mile after the bridge, **turn left (north) onto La Frenz Road** (a dead-end road).
8. Go about a quarter mile down La Frenz Road.
  - a. Look for the **driveway on the right**, just before the wooden sign.
9. Pull in (**not exceeding 5mph**) the Bus Parking Area to park and unload beside the picnic shelter. A parking attendant may be available upon your arrival.

**When your group arrives please follow these instructions for parking.**

## Welcome to Martha Lafite Thompson Nature Sanctuary



**MARTHA LAFITE THOMPSON NATURE SANCTUARY**

407 N. La Frenz Rd., Liberty, MO 64068

Email: [info@NatureSanctuary.com](mailto:info@NatureSanctuary.com)

(816)781-8598

Website: <http://www.NatureSanctuary.com>



# ADDITIONAL FEATURES OF THE NATURE SANCTUARY

**The Chrysalis (Gift Shop):** We invite you to include time in your field trip schedule to visit our gift shop, where students can explore a variety of nature-themed items starting at 50¢. To ensure a positive experience, we kindly ask that adult chaperones accompany and supervise children during their visit.

**Picnic Shelter:** If your group would like to use the picnic shelter, please reserve it in advance to guarantee availability. The shelter features four tables, seating for 40 adults or 80 children, and additional bench seating for 80 along the sides. We ask that you bring trash bags to carry out all waste, as trash cans are not provided. There is no fee for this reservation when booked with your program.

**Exhibit Area:** Your class is welcome to explore our exhibit area before or after your scheduled program.





# HELPFUL INFORMATION

**Wear gear fit for the journey:** To ensure a safe and enjoyable field trip experience, please remind all students and adults to dress appropriately for the weather, as most of our activities take place outdoors. Shirts and closed-toe shoes or boots are required at The Sanctuary; sandals, Crocs™, and aqua socks are not permitted.

**Name Tags:** For easy identification and communication, we encourage students and teachers to wear name tags that are visible to our naturalists





# STUDENT AND CHAPERONE INFORMATION

**Student Behavior and Supervision:** To ensure a positive and engaging experience for everyone, teachers and adult chaperones are responsible for supervising student behavior throughout the field trip. If a student's behavior becomes disruptive, teachers may be asked to accompany the child away from the group until they are ready to rejoin the group. If necessary, Nature Sanctuary staff will provide additional support.

**Cell Phone Etiquette:** Please silence all cell phones during the program. If an adult needs to make or receive a call, we kindly ask that you step away from the group or exit the classroom to avoid disruptions.

**A Note to Educators and Parents:** Children naturally have a sense of wonder about the world around them, and we encourage adults to help nurture this curiosity. We kindly ask that you help create a positive and open-minded atmosphere by setting aside any personal discomforts or fears you may have about wildlife—such as snakes, bugs, or spiders—so the children can explore and form their own impressions of the natural world.

**Active Adult Participation:** Your involvement is vital to making this field trip a memorable and safe learning experience. We invite all adults to actively assist with activities, answer questions when called upon, and help supervise students, especially during programs that involve creek access. For these activities, adults are asked to join students in the water to help ensure everyone's safety. \*Special Note for Adult: Smoking and Vaping on premises is not allowed.

**Dress Code:** For safety, all children and adults must wear closed-toe and closed-heel shoes or boots. Sandals, Crocs™, and aqua socks are not permitted.

**Group Etiquette:** If you need to have a conversation or take a call, please step away from the group to maintain a focused and enjoyable environment for all participants.

Thank you for your cooperation and for helping us create a wonderful experience for every student!





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# *THANK YOU*



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