



Planning Notes for Group Visits to the Kickapoo Valley Reserve

Hello! We are looking forward to your visit here at the Kickapoo Valley Reserve. We know that your group will enjoy the fun day and many hands-on activities we have planned for them. To make your visit here a success, please review the following guidelines and go over them with your students, fellow teachers, and accompanying adults.

Directions to the KVR Visitor Center: If you need directions to the Kickapoo Reserve Visitor Center, we recommend you use this link “How to Find Us”, also found on our website: [Directions \(state.wi.us\)](#), or use your navigation system to find the ‘Kickapoo Valley Reserve Visitor Center’: S3661 State Rd 131 La Farge, WI 54639.

Chaperones: We recommend the number of chaperones be 1-2 for every fifteen students. Too few makes it hard to keep track of the students and keep them on task, and too many can cause distractions. The Reserve programs allow two free chaperones for every 15 students on the trip, any more than that will be charged a daily pass fee. This includes teachers and all other adults (paras, parents, etc.) If you have a need for additional chaperones (e.g., a student with an individual aide), please contact the education coordinator at: Maggie.schultz@wisconsin.gov.

Responsibilities and Expectations: To help your visit to the Reserve run smoothly we ask that everyone assume appropriate responsibilities. Students are expected to conduct themselves in accordance with their own school or group’s rules and regulations. KVR instructors will take the lead in guiding students as to following KVR rules and teaching each scheduled program, but chaperones are expected to monitor student behavior and help keep students engaged. We have a no-cell phone policy for students, and it helps if the chaperones can lead by example. Except for pictures, of course!

Lunch and Recycling: If staying at KVR through lunchtime, schools and groups need to bring their own lunches. Lunch waste is something we think carefully about here at KVR. We ask that you do the same by requesting that students bring items (including water) in re-usable containers whenever possible to reduce garbage and recycling waste. Items that cannot be taken back home must be disposed of properly at KVR. Students will sort items by “recyclable”, “food waste”, “compost”, and “garbage”. For more information about recycling at the KVR, watch this video: <https://youtu.be/ZpZmLTjZb-I>

Appropriate Dress: Dressing appropriately is extremely important for field trips to the Kickapoo Valley Reserve. Almost all our classes take place entirely outdoors, and students will be walking on and off trails. Please make sure that students dress for the weather (a little rain, snow, cold doesn’t stop us from having fun!). Layers are always appropriate. Closed-toed shoes are a must (sandals and flip-flops should stay home), and long pants are a good idea as well. Our almost 8,600 acres of “outdoor classroom” is well stocked with nature’s beauty and wonder, which can include mud, briars and poisonous plants, to name a few. Our staff will always be on

the lookout and will let students know about the above, but dressing appropriately is an important safety precaution.

A Few Words About Ticks: They are present here at the Kickapoo Valley Reserve! Both Deer Ticks and Wood Ticks are prevalent. We will address this topic with students while they are here, but it is good to remind them to do a tick check when you send them home. The CDC has more information available here: http://www.cdc.gov/ticks/geographic_distribution.html

Handicap Accessibility: The Kickapoo Valley Reserve Visitor Center is handicap accessible. Unfortunately, not all our trails are handicap accessible; however, we can cater most of our curriculum to accommodate handicap individuals. If you have students with special needs, please let us know ahead of time so we can plan accordingly. We have access to a tracked wheelchair for students to use free of charge, with notice ahead of time.

Evaluations: Feedback is important and valuable to our staff and management board. We will send an evaluation via email after your visit. Your honest and constructive feedback is greatly appreciated.

Payment: Your group will be invoiced following your visit to the Kickapoo Valley Reserve. If you have any questions or concerns about payment prior to your visit, please address them to the education coordinator at: Maggie.schultz@wisconsin.gov.

Gift Shop: The Friends of the Kickapoo Valley Reserve maintain a small gift kiosk that has several items for sale including books about the Kickapoo Valley Reserve, t-shirts, collector items, post cards, and several kid-friendly nature items. Students and adults are welcome to purchase items during their lunch break. There are no snacks or drinks for sale at the Kickapoo Valley Reserve.