# 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: http://kvr.state.wi.us/category.asp?linkcatid=2352&linkid=947&locid=115
Mapquest, GPS and other mapping programs are not known to be very accurate in the Kickapoo Valley.

**Responsibilities:** 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. Chaperones and teachers from the school or group are responsible for discipline within the group. For this reason, your group staff will be expected to participate in all activities and will not be charged a fee as students are. We ask that you bring one adult for every ten students. A Kickapoo Valley Reserve Instructor will teach each scheduled program. ***If possible, please have the children arrive wearing name tags.***

**Appropriate Dress**: Dressing appropriately is extremely important for field trips to the Kickapoo Valley Reserve. Almost all of 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 (especially if you are orienteering). 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 truly 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. While ticks are not something to be overly concerned about, it is important that parents are notified that their children should be checked over for ticks after their field trip to the KVR. 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.

**The Facility and Grounds:** The Kickapoo Valley Reserve Visitor Center can accommodate groups with a maximum of 80-100 students at one time. The Visitor Center is equipped with public restrooms, classrooms, meeting room space, and a small conference room as well as a large, hands-on exhibit area and lobby. Because the Visitor Center is open to the public, other guests may stop in to visit while your group is here; and of course guests will continue to use the facility after your departure. We ask that groups treat the facility and grounds with respect thus enabling other groups' enjoyment of the area. We ask that groups follow a "leave no trace" ethic when on the grounds, being sure not to leave litter, and that they properly dispose of garbage and recyclables in the building. Any damage other than normal wear and tear will be charged to the participants and/or sponsoring group.

**Arrival/Departure/Schedule:** If you need directions to the Kickapoo Valley Reserve Visitor Center, be sure to let us know. Directions are available on our website under "How to Find Us". Mapquest does not work well in the La Farge area. In order to help your students get started with their classes in a timely manner, please have their group assignments prepared in advance. In order to make sure your students get the most out of our programs we ask that you be conscious of the schedule we send in advance and move students along to their next class (and after lunch) in a timely manner.

**Evaluations:** Feedback is important and valuable to our staff and management board. We will send program evaluations in a self-addressed, stamped envelope with you when you leave; please have all teachers with your group take a few minutes to fill one out. We ask that you send the evaluations back at your earliest convenience.

**Payment:** Payment for your visit can be made with cash or check. You are welcome to pay in advance, or we are happy to invoice your group after your visit. Just let us know your preferred method of payment.

**Gift Kiosk:** 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 plates, post cards, and framed photos, and several kid-friendly nature items. Students and adults are welcome to purchase items if they would like. For large groups we ask that you tell us in advance if you plan to allow your students to shop so that we can have a gift shop volunteer on hand. There are no snacks or drinks for sale at the Kickapoo Valley Reserve.