



## PRE-VISIT GUIDE

Thank you for choosing The Louisville Nature Center for your Field Trip! In this guide, you will find information needed prior to your visit. Please direct any questions to the Education Programs Manager, Olivia Kaiser, [olivia@louisvillenaturecenter.org](mailto:olivia@louisvillenaturecenter.org), or call us, (502) 458-1328, Monday through Friday 9am -4pm. We look forward to seeing you!

*All programs will take place at the Louisville Nature Center,  
3745 Illinois Ave, Louisville, KY 40213.*

### Before your visit

#### *Dress for the weather*

The entirety of our programs are outside. Please make sure your students are prepared for the elements of the day. If there is rain in the forecast we encourage rain jackets and boots. If your field trip takes place in the cooler months, please make sure students have the proper jacket, hats, gloves etc. Participants should wear **closed-toed shoes only** that can get dirty.

#### *Chaperones*

One adult chaperone, including teachers, is free for every 5 students, **limit 12 chaperones**. Additional chaperones are \$5/person. Siblings cannot attend this field trip. Each group must have at least one teacher/school personnel. We try our best to split students into groups of 15 or less.

#### *Permission Slip*

Louisville Nature Center waivers are **REQUIRED** for all participants and due the day of the field trip. These can be turned in to the Education Programs Manager, or the lead teacher on site.

#### *Payment*

Field trip fees are due by or before the program. Checks are preferred and should be made payable to "Louisville Nature Center".

## Arrival

### Drop off/Bus Procedures

Our parking lot is one way. When buses enter, they can pull up to the front of the building for unloading. Please instruct the bus driver to turn the bus off; we are a **no-idle zone**. The lead teacher should exit the bus and the Education Programs manager will greet you in front of the building. Please turn in all waivers and check.

Prior to your visit, please divide your students into groups of 15, approximately. Students will line up in their groups in front of the building for the morning greeting.

If buses plan to stay, they may park by the Louisville Tennis Center.

### Lunch

We do not have refrigeration, so coolers are encouraged. Our staff will assist with getting lunches off the bus and to their designated area.

Lunch will take place outside. Students can eat lunch at picnic tables, in the shaded nature play area or in sunny open spaces. Feel free to bring blankets for a picnic in the grass! In the event of rain, we have awnings and a gazebo where the students can seek relief from the weather.

### Schedule

Scheduling is flexible to accommodate each group's needs. This is a mock up schedule of how most programs will run. BB= Bird Blind, SG= Sensory Garden, FP = Free play in our Nature Play Area.

#### 45 students - 3 teachers

TIME	Group 1	Group 2	Group 3
10 - 10:10	Greeting	Greeting	Greeting
10:10- 11:10	Hike	Activity	BB/SG/FP
11:10-12:10	Activity	BB/SG/Free Play	Hike
12:10-12:50	Lunch	Lunch	Lunch
12:50-1:50	BB/SG/FP	Hike	Activity
1:50-2:00	Depart	Depart	Depart

**60 students - 4 teachers**

TIME	Group 1	Group 2	Group 3	Group 4
10 - 10:10	Greeting	Greeting	Greeting	Greeting
10:10- 11:10	Hike	Hike	Activity	BB/SS/FP
11:10-12:10	Activity	BB/SG/FP	Hike	Hike
12:10-12:50	Lunch	Lunch	Lunch	Lunch
12:50-1:50	BB/SG/FP	Activity	FP/BB/SG	Activity
1:50-2:00	Depart	Depart	Depart	Depart

## Reminders

### *Trail safety*

Our forest is home to poison ivy, stinging nettle, and mosquitos. Please remain on marked trails, Bug spray and sunscreen is recommended.

### *Behavior expectations*

Our facilities are open to the public. For the safety and comfort of all visitors, staff at the Louisville Nature Center reserve the right to ask a group to leave if they are not following guidelines provided to them, or not responding to requests for behavior management.

### *Additional Needs*

If your group requires additional accommodations for mobility or behavior, please reach out to the Education Programs Manager before your visit to coordinate a plan of action.

### *Inclement Weather Policy*

If your program is canceled due to inclement weather, we will reschedule. If rescheduling is not an option, we will issue you a full refund.

### *Refund Policy*

If you cancel the day of the program or no call/no show, you will be billed 20% of your field trip fee.

## Thank you for supporting the Louisville Nature Center!

The Louisville Nature Center is an inclusive community. We are committed to making each person feel valued, and enabling each person to connect with nature. Just as diversity is key to thriving ecosystems, it is also key to a thriving community.

We welcome all people -- students, staff, campers, volunteers, visitors, members, supporters, and board members, regardless of race, ethnicity, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, socioeconomic status, Veteran status, or ability. Our Swallowtail Forest School creed of "Be kind to nature, others, and ourselves," carries over into all the work we do.

