

Barkhausen Waterfowl Preserve

West Shores Interpretive Center

NOTE: We begin to take reservations twice a year for programs at Barkhausen Waterfowl Preserve:

- On **May 1st** (or the first working day following) we begin to take reservations for fall classes.
- On **September 1st** (or the first working day following) we begin to take reservations for Winter, Spring and Maple Syrup classes.



The **West Shores Interpretive Center** located at the Barkhausen Waterfowl Preserve, has been providing outdoor education programs for area schools since 1980. Located just north of Green Bay off Highway 41/141, the facility offers a natural setting with 9 miles of hiking/cross country skiing trails, an Interpretive Center, and outside study areas. Please use the following information to reserve an enjoyable and educational outing to the West Shores Interpretive Center.

Fees

To help cover costs of materials and equipment, fees are charged to both County and non-County schools. Teachers, teaching assistants, and parent chaperones will not be charged for any programs. Please note schools/districts outside of Brown County but servicing portions of the County are eligible for County school privileges. Payment is due the day of the trip, unless other arrangements have been made.



Payment Policy

The fee structure for educational programming at Barkhausen is as follows:

PROGRAM LENGTH	PER STUDENT FEE
Half-Day Program (2 hrs.)	\$2.00 per student
	Minimum fee of \$50.00
Full-Day Program	\$4.00 per student
	Minimum fee of \$100.00
Maple Syrup Program (2hrs.)	\$2.00 per student
	Minimum fee of \$50.00

Note: These fees are for students only. Chaperones will not be charged.



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Your payment will be based on the number of students that were originally scheduled, *not attendance on that day*, unless number changes are made at least two weeks ahead of time.

Schools canceling programs (unless due to weather emergencies/school closings) will be charged a \$50 cancellation fee unless cancellations are made at least two weeks ahead of time. This will enable us to better accommodate schools on our extensive waiting list.

Reservations

Reservations will continue to be accepted on a first-come/first-serve basis, with County schools having the opportunity to schedule at an earlier date. Reservations will only be accepted beginning on the dates listed below. Exceptions will be made for classes coordinating their session with camp programs off site. Naturalist-led programs are NOT available Fridays.

Reservation Days for

	Autumn Programs	Winter Programs	Spring Programs	Maple Syrup
County Schools	May 1	September 1	September 1	September 1
Non-County Schools	September 1	December 1	December 1	December 1

Note: If the 1st falls on a weekend or holiday, Reservation Day will be the first working day following.

The phone number to call on the above Reservation Days is **(920) 434-2824**.
Phone lines open at 8:00 AM on Reservation Day.

For further information regarding our programs, call the Interpretive Center at Barkhausen at (920) 434-2824.

Please have the following information available when making your reservations:

- Arrival & departure times (morning & full-day sessions start at 9:00AM or later – groups should not arrive on site prior to this time)
- Program(s) in which you wish to participate
- Number of students, grade level(s), contact person, school phone and address
- Special needs (equipment, lunch facilities, handicapped access, etc.)

Please note: Class sizes are limited to 50 students for all Winter Programs, except snowshoeing where classes are limited to 30 participants due to equipment availability. Spring and Autumn Programs are limited to 60 students. Larger groups require prior approval by staff.

Program Preparation

Classroom discussion with your students is recommended before partaking in the program. To assist you with this, a program outline containing the subject areas particular to your session is available upon request. In addition, our staff would be happy to sit down with you and discuss pre- and post-field trip ideas to enhance the learning experience. Our Resource Loft is also available upon request for help in designing programs and activities. Please inform students that although the field trip will be fun, it is also a learning experience and they are expected to show the Naturalist the same courtesy and respect that they show their classroom teacher.



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Parent Aids

You may wish to bring several interested parents along as chaperones or assistants. Please remind them to dress appropriately, as they will be expected to assist the students in the field. This is entirely your option.

Lunch

Bag lunches and beverages are recommended for classes participating in full-day sessions. Classes coming for half-day programs are welcome to use the facilities if you wish to eat lunch at the Interpretive Center. In addition to inside facilities, an outdoor picnic area is available to Spring and Autumn Programs. Winter Programs will have a fireplace and roasting sticks available upon request for hot dogs and marshmallows. Hot water can be provided for hot chocolate. Lunches should be placed in boxes with the school name clearly marked on the outside. Teachers are responsible for lunch period supervision. Students should be reminded that there is no gum, candy, snacks, etc. allowed except at lunchtime.

Damaged Equipment

Schools will be billed for any equipment lost or damaged as a result of abuse or misuse by their students. This does not include normal wear or accidental loss or breakage.

Weather Policy

Our programs are designed for an outdoor experience and indoor programs will not be substituted. Programs will take place regardless of weather, and groups should dress accordingly. Bring rain gear, since most rain conditions are not enough to cancel hikes. In case of severe weather including thunderstorms, lightning, tornado warnings, wind advisories, dangerous wind chills and school closings due to snow emergencies, etc., groups can cancel without penalty. **Cancellations** can be made by calling the Interpretive Center after 8:00 a.m. the day of your program (920) 434-2824.

If a group elects not to participate on the day of the program for reasons other than those stated above, the school will be charged a \$50 cancellation fee.

Thank You!

Barkhausen Waterfowl Preserve Staff



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