

Tour Preparations for Teachers/Group Leaders

MSU's Kellogg Biological Station looks forward to your visit and hope you enjoy your tour. We ask you to please review the following guidelines with your students and chaperones prior to your visit.

- Arrive on time for your tour. If you are scheduled for a **guided tour** be aware that according to KBS policy guides are only required to wait 15 minutes past a scheduled tour time for your arrival.
- Please dress appropriately. Tours include outdoor walking! Listen to weather reports and anticipate changes. Please stress to your students to bring rain gear, dress in layers and wear comfortable shoes or boots.
- Group leaders and chaperones are responsible for all First Aid supplies needed during your field trip and for administering First Aid. There is no Automated External Defibrillator (AED) on site.
- Remember you are visiting animals and wildlife in their homes. Running and loud noises frighten animals and disturb other visitors.
- Please provide name tags for all students and chaperones.

Tour Cancellation Policy

For **guided tours** cancellations must be made within 24 hours of your tour to receive a full refund. Canceling less than 24 hours in advance or failing to attend your scheduled **guided tour** will result in a charge of \$20. Please contact the unit(s) directly to cancel your **guided tour**.

If you need to cancel your **self-guided tour**, please contact the unit(s) as soon as possible.

Bird Sanctuary Info



12685 East C Avenue
Augusta, MI 49012
Phone: 269-671-2510

Picnic tables/grassy area near the parking lot.

Payment Methods:

Cash, check, Visa or MasterCard
Payment preferred 1 week prior

Please allow time for browsing the Gift Shop.
1 chaperone/teacher for every 10 students.

Kellogg Farm/Dairy Center Info



10461 North 40th Street
Hickory Corners, MI 49060
Phone: 269-671-2507

Grassy lawn available for picnics, no tables.

Payment Methods:

Cash or check only
Payment preferred 1 week prior

Kellogg Forest Info



7060 North 42nd Street
Augusta, MI 49012
Phone: 269-731-4597

Several large picnic areas are located on the trails along Augusta Creek.

Payment Methods:

Cash or check only
Payment preferred 1 week prior

Teachers/Leaders: Cut & copy for each chaperone

Teachers, Leaders and Chaperones Guidelines

Thank you for joining us. Being a chaperone is a great way to enjoy a visit to our facilities.

Your role as a chaperone is an important one, and while enjoyable, requires that you accept certain responsibilities:

- Please turn off all cell phones and other devices so you are not distracted while on your tour.
- You are required to stay with the children assigned to you at all times and must keep the group together.
- Please stay on the paths provided.
- Chaperones are responsible for monitoring appropriate student behavior, not the Kellogg Biological Station tour guides.
- If a child refuses to follow your instructions please inform the teacher immediately.
- Remind children that they are visiting animals in their homes and to respect that with no running or loud noises that will frighten them.
- Please remember to leave a clean environment after your visit and pack out any picnic trash.