

# Teacher's Planning Guide

## Kentucky State Parks

### R.E.A.C.H. Education Camp

The Kentucky State Parks system offers a special opportunity for school groups and other youth organizations seeking a residential environmental education program. R.E.A.C.H. (Recreation, Environment, and Cultural History) education camps were created to take place in the natural beauty and unique cultural diversity of Kentucky's state parks. These parks offer the perfect setting for an exciting learning experience for your students.

Camps are available Monday through Friday, between Labor Day and Memorial Day at most Kentucky State Resort Parks. Camps are designed for school grades 5-8; however, park staff can offer and adapt programs for all age groups K-College.

The goals of R.E.A.C.H. are to:

1. Offer students a unique learning opportunity outside the classroom setting.
2. Foster an awareness in students so they may understand and gain an appreciation for their natural and cultural resources and history.
3. Help students understand the purpose and value of preserving natural areas and historic sites.
4. Foster a sense of stewardship toward Kentucky State Parks.
5. Provide students a hands-on experience using touch, smell, and sight in their outdoor environment.

By participating in hands-on, resource based activities; students gain experience and knowledge that relates to every course of study including natural science, math, language arts, and history. Students also have the opportunity to acquire new outdoor skills, which may include anything from canoeing to how to read a compass.

### **Scheduling and Planning a R.E.A.C.H. Camp**

Are you and your students interested in taking a great learning adventure? First, decide which park you would like to take your students. You will find a list of parks that offer R.E.A.C.H. Camps on pages 9-10 of this guide. Contact the group sales coordinator for your chosen park to check for availability. Once your dates are confirmed, the park Interpretive Staff will contact you to begin planning the content of your program.

It is helpful to have an idea of what you want to offer your students before you begin discussion with the park. What are you going to be studying at the time of your visit? What are your goals? How can this trip compliment your learning objectives? Is there a concept that would be much easier to teach at the park? Discuss your ideas with the

Interpretive Staff. They will plan programs that assist you in reaching you goals while incorporating what makes their park unique. For example, at Carter Caves the programs offered can include Cave Ecology, Canoeing, and Geology.

Once you and the Interpretive staff have decided on the activities for your group, you will be provided with a camp schedule. The number of activities will be determined by the size of your group, staff, and number of activities you and your chaperones will lead.

For example, if a class size is 50 students, they could be divided into 4 groups; therefore; four different activities could be offered with groups rotating to each activity.

	Activity 1	Activity 2	Activity 3	Activity 4
1:00-2:30 pm	Group A	Group B	Group C	Group D
2:45-4:15 pm	Group B	Group C	Group D	Group A
Evening	Dinner	And	Evening	Program
Day 2 8:00-9:30 am	Group C	Group D	Group A	Group B
9:45-11:15 am	Group D	Group A	Group B	Group C
11:30 am	Lunch	And	Depart	

**Sample schedule:**

Day 1

- 11:30 am Arrive at Park/Check in/Sack Lunch (brought from school/home)
- 12:30 pm Welcome program and Park Orientation (Park Staff)
- 1:00 pm Groups to Activities (Teachers and Park Staff)
- 5:30 pm Dinner
- 7:00 pm Evening program (Park Staff)

Day 2

- 7:00 am Breakfast
- 8:00 am Groups to Activities (Teachers and Park Staff)
- 11:30 am Checkout/lunch/Depart

## **Lodging**

All reservations shall be made through the park group sales coordinator. Teachers and students stay in lodge rooms at the park. Teachers are responsible for making room assignments with four students, teachers, and/or chaperones to a room. Each lodge room has two double beds with linens, heating, air conditioning, television, phone, and full bathroom.

## **Meals**

Three meals are included in the program: typically, dinner on the first day, breakfast and lunch on the second day, but this is flexible. Meals are served in the lodge dining room or, if available, in a private dining room. The park chef plans meals. All meals are to be coordinated through the group sales coordinator. Please make sure to make them aware of any food allergies before your visit.

Lodging and dining facilities are available for people with disabilities.

## **Program Costs**

Cost for R.E.A.C.H. Camps is \$65.00 per student, with a three-person minimum per room. The same costs apply to teachers and chaperones. One teacher/chaperone attends free with every 40 paid students. The package includes one night's lodging, three meals, gratuities, program fees, and a souvenir zipper pull for each student.

Cost does not include tax, if your school or institution has a tax-exempt number; please provide this to the park before your visit.

## **Transportation**

Teachers are responsible for coordinating all travel arrangements to the park. Although not always feasible, it is advantageous to have the bus stay on site to utilize for programming purposes, transporting students from one area of the park to another, etc.

## **Supervision**

Teachers and chaperones are responsible for the supervision and conduct of students at all times. A minimum of one teacher/chaperone per eight students is required. Please make sure all of your teachers and chaperones have read and understand the chaperone responsibilities listed on page 6.

## **Pre- Trip Checklist**

- Select Park and date you wish to bring your class
- Contact your chosen parks Group Sales Coordinator (listed on pg. 9-10) to confirm availability (ideally this is done 4-5 months before your preferred dates)
- Communicate to park Interpretive Staff your program possibilities and desired outcomes
- Work with Group Sales Coordinator to handle all financial, lodging, and meal arrangements
- Make transportation arrangements
- Secure adequate teachers, parents and chaperones
- Two to three weeks prior to your visit, finalize the schedule with the Interpretive Staff
- Sign and send the Interpretive staff page 8 of this guide stating you have read and shared important information with students and chaperones
- Two to three weeks prior to your visit, finalize the food and lodging with Group Sales Coordinator
- Send parents/guardians packing list (pg. 5) and liability form (pg. 7)
- One week prior to your visit submit a rooming list, including chaperones, to the group sales coordinator at the park
- Two to three days prior to your visit host an orientation meeting about the trip and the park with the students and chaperones
- Have all completed liability forms to hand to Interpretive staff upon arrival

## **Post Trip Checklist**

- Complete the online survey of your trip at: [www.surveymonkey/r/KYREACH](http://www.surveymonkey/r/KYREACH)
- Follow up with class activity or discussion to assess student learning.
- Share some great pictures of your camp with the park!

## **Suggested Clothing and Equipment List**

**Bedding:** All linens, including sheets, pillows and blankets are provided by the park

**Clothing** Old but clean clothing. Students will be spending the majority of their time outside, possibly crawling through a cave, searching for aquatic critters in a creek, or canoeing. The following list is recommended:

- one pair of pajamas
- Two pairs of old tennis shoes (one pair for getting wet)
- Warm jacket and sweater weather depending
- Rain gear
- Extra change of clothes, socks, underwear (for getting wet or muddy)
- Gloves, and hat in cold weather

**Toiletries:** All towels and wash clothes are provided by park

- Toothpaste and toothbrush
- Shampoo
- Comb/Brush
- Soap

**Other:**

- Flashlight
- Camera (optional)
- A small amount of spending money for snack, drink, etc.

Please do not send students with any portable music or video games, cell phones, knives, axes, saws, or matches.

**Souvenirs:** Each park has a gift shop that sells a variety of items and souvenirs, which students may wish to purchase. We highly recommend that teachers do not allow their students into the gift shops until the last day, shortly prior to departure. This will help reduce the possibility of lost items and distractions during programs.

## **Please read and provide chaperones copies of the following information.**

### **Park Regulations:**

The following are **prohibited** by state law and/or park regulation to preserve the park's natural resources:

- Picking, collecting, or harming plants
- Harassing or disturbing wildlife
- Carving or damaging rock formations
- Collecting or digging for artifacts
- Camping or fire building in undesignated areas
- Hiking off designated trails
- Unleashed pets
- Littering

### **Responsibilities for chaperones:**

1. Ensure they and students maintain respect for others, the natural resources, and facilities.
2. Ensure students are on time for all activities.
3. Accompany and assist leaders with all activities and keeping to program schedule.
4. Role model effective listening skills and respect during activities. Support activity leader if needed and ensure group conduct is appropriate.
5. Report to group leader and park staff any accidents or illnesses.
6. Supervise students at meals.
7. Stay on park during entire R.E.A.C.H. Camp
8. Use respectful language and discipline techniques.
9. Stay near students in quarters at night making sure they are always supervised. Room assignments should be made so that teachers and chaperones are in rooms immediately adjacent, or in between student rooms.
10. Assist students in making sure they are appropriately dressed for activities.
11. For water- based activities such as canoe rides, assist group leader in stressing the importance of safety and staying in boats.
12. Report to park staff and group leader any damage to property.
13. Some chaperones may be required to lead and or assist in activities depending on your group and their requested programs.
14. Help with final inspection at the end of the stay.



**KENTUCKY DEPARTMENT OF PARKS  
WAIVER AND RELEASE OF LIABILITY OF CLAIMS**

**PARK NAME:** \_\_\_\_\_  
**EVENT:** \_\_\_\_\_  
**DATE OF EVENT:** \_\_\_\_\_, 20\_\_

I, \_\_\_\_\_, the undersigned parent or guardian of \_\_\_\_\_ (name of minor), DOB \_\_\_\_\_ (date of birth of minor), do hereby consent for him/her to participate in \_\_\_\_\_ (name of activity) at \_\_\_\_\_ (name of state park) on \_\_\_\_\_, 20\_\_ (date of activity).

In case of an accident or injury to my child, I authorize my child to be treated by a medical professional and/or to be given or provided such emergency medical care as may be required. My medical insurance carrier and ID No. and/or Social Security No. are \_\_\_\_\_. My child's physician is Dr. \_\_\_\_\_.

I hereby covenant, promise and agree for my minor child, myself, my personal representatives, heirs and next of kin, that neither the Tourism, Arts and Heritage Cabinet, Kentucky Department of Parks, nor \_\_\_\_\_ (name of state park), any of its agents, officers or employees shall be held responsible or liable for any negligence, implied or otherwise, for personal injury or damages suffered or sustained by my minor child in connection with, arising out of, or resulting from any and all activities associated with the abovementioned event. I understand the inherent risk associated with the aforementioned event and allow my minor child to participate.

\_\_\_\_\_  
**PARENT OR GUARDIAN NAME (Please Print)**

\_\_\_\_\_  
**PARENT OR GUARDIAN SIGNATURE** **DATE**

\_\_\_\_\_  
**WITNESS NAME (Please Print)**

\_\_\_\_\_  
**WITNESS SIGNATURE** **DATE**

**PHOTOGRAPHY RELEASE FORM**

"I hereby give the Kentucky Tourism Arts & Humanities Cabinet, Kentucky Dept. of Travel and/or the Kentucky Dept. of Parks (including its agents and employees) permission to use my (or my child's) still image(s), photo(s), and/or video footage in its advertisements, publications, promotional material, or on its web site to promote Kentucky and/or its State Parks. I release the Commonwealth of Kentucky, the Kentucky Tourism Arts & Humanities Cabinet, the Kentucky Dept. of Travel, the Kentucky Dept. of Parks, including any and all employees of the Commonwealth of Kentucky, and the photographer or videographer for violation of any personal or proprietary right I have in connection with such use."

If subject is under 18: I, \_\_\_\_\_, am the parent/legal guardian of the individual named below and I have read this release and approve of its terms.

Subject Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature : \_\_\_\_\_ (above, if subject under 18)  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



**I have read and understand my responsibilities and those of my chaperones and students while participating in our R.E.A.C.H. Camp. I have shared with chaperones their responsibilities and they are aware that they are expected to perform these tasks.**

**School Name:**\_\_\_\_\_

**Name:**\_\_\_\_\_

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Please return to the Interpretive Staff at your R.E.A.C.H. camp location no later than two weeks prior to your visit.**

**Kentucky Department of Parks  
Recreation Supervisors/Naturalists  
And Group Sales Coordinators**

\*Parks with a (X) next to the name cannot schedule R.E.A.C.H. at this time until position is filled

Barren River State Resort Park  
1149 State Park Road  
Lucas, KY 42156-9709  
Phone: 270-646-2151  
Interpretive Staff: Kody Thompson  
kody.thompson@ky.gov  
Group Sales Coordinator: Tammy  
London  
tammy.london@ky.gov

Blue Licks Battlefield State Resort Park  
(X)  
P.O. Box 66  
Mt. Olivet, KY 41064  
Phone: 606-289-5507  
Interpretive Staff: Vacant  
Groups Sales Coordinator: Melinda  
(Mindy) Lightner  
melinda.Lightner@ky.gov

Buckhorn State Resort Park (X)  
1441 KY Highway 1833  
Buckhorn, KY 41721  
Phone: 606-398-7510  
Interpretive Staff: Vacant  
Groups Sales Coordinator: Tammy  
Trent  
tammy.trent@ky.gov

Carter Caves State Resort Park  
344 Caveland Drive  
Olive Hill, KY 41164  
Phone: 606-286-4411  
Interpretive Staff: Coy Ainsley  
[Coy.ainsley@ky.gov](mailto:Coy.ainsley@ky.gov)  
Groups Sales Coordinator: Tina Parsons  
[tinam.parsons@ky.gov](mailto:tinam.parsons@ky.gov)

Kenlake State Resort Park  
542 Kenlake Rd.  
Hardin, KY 42048  
Phone: 270-474-2211  
Interpretive Staff: Jesse Sirls  
[jesse.sirls@ky.gov](mailto:jesse.sirls@ky.gov)  
Group sales coordinator: Vacant

Kentucky Dam Village State Resort Park  
P.O. Box 69  
Gilbertsville, KY 42044  
Phone: 270-362-4271  
Interpretive Staff: Aviva Yasgur  
aviva.yasgur@ky.gov  
Groups Sales Coordinator: Karen  
Faughn  
[karen.faughn@ky.gov](mailto:karen.faughn@ky.gov)

Lake Barkley State Resort Park  
P.O. Box 790  
Cadiz, KY 42211  
Phone: 270-924-1131  
Interpretive Staff: Nick Edmonds  
nick.edmonds@ky.gov  
Groups Sales Coordinator: Kerry Allen  
[kerrym.allen@ky.gov](mailto:kerrym.allen@ky.gov)

Lake Cumberland State Resort Park  
5465 State Park Road  
Jamestown, KY 42629  
Phone: 502-343-3111  
Interpretive Staff: Holly Rice  
holly.rice@ky.gov  
Groups Sales Coordinator: Deron  
Polston  
deron.polston@ky.gov

Natural Bridge State Resort Park  
2135 Natural Bridge Road  
Slade, KY 40376  
Phone: 606-633-2214  
Interpretive Staff: Brian Gasdorf  
brian.gasdorf@ky.gov  
Groups Sales Coordinator: Troy Gross  
[troy.gross@ky.gov](mailto:troy.gross@ky.gov)

Pennyrile Forest State Resort Park (X)  
20781 Pennyrile Lodge Road  
Dawson Springs, KY 42408  
Phone: 606-337-3066  
Interpretive Staff: Vacant  
Group Sales Coordinator: Leeann Prow  
leeann.prow@ky.gov

Pine Mountain State Resort Park  
1050 State Park Road  
Pineville, KY 40977  
Phone: 606-337-3066  
Interpretive Staff: Keith Bowling  
keith.bowling@ky.gov  
Group Sales Coordinator: Valerie Cornelius  
[valerie.cornelius@ky.gov](mailto:valerie.cornelius@ky.gov)