TEACHERS HANDBOOK

Updated February 2017
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CAMP LEADER’S CHECKLIST

Please read this handbook carefully. We have provided the following helpful information in order to make your trip to camp easy to plan and enjoyable!

☐ Ensure signed booking agreement form has been returned and deposit has been paid.

☐ If you are organising buses, please email us to advise of your departure times each way (e.g. from school 9am, from camp 1pm)

☐ Visit camp. You are welcome to visit the camp if you have not been here before to see the amazing facilities we have to offer and assist with the planning of your group’s stay. Please phone to arrange a time.

☐ Provide parents with camp information including camp dates, costs and a list of what to bring (checklist attached in this booklet). A parent information night is a great idea for large groups, and can assist in answering all the parents’ questions at once.

☐ Arrange a First Aid Kit that can be brought to camp and assign a first aid officer for the duration of your stay.

☐ Teachers are free to the ration 1:10. Extra staff over the ratio pay full camp cost including buses.

☐ Appoint camp personnel and outline their duties and requirements during your stay. Being organised and prepared will allow your camp to run smoothly. We will provide the programmed activity schedule once final camp numbers have been received.

THREE WEEKS PRIOR TO CAMP

☐ Please email the following documents to our camp office email address info@alexandraadventureresort.com.au NO LATER than 3 weeks’ prior to your stay. All this information has previously been emailed to the initial camp organiser.

- Bus departure times from school (day 1) and camp (last day)
- Final numbers sheet (if we have not received final numbers 2 weeks prior to your camp, you will be charged based on your estimated numbers on your signed Booking Form).
- Dietary requirements sheet
- Accommodation layout
WHEN YOU ARRIVE

☐ Arrival time 11 – 11:30am

☐ On arrival at Alexandra Adventure Resort, please meet with a staff member, who will assist you with an elaborate safety briefing and locations of facilities.

☐ Lunch – your own packed lunch at 12pm

☐ Orientation – walk and talk of the camp facilities and activities

☐ Commence activities according to the start time displayed on your Activity Program

☐ HAVE FUN!!
WHERE ARE WE LOCATED

From Melbourne via Maroondah HWY

Through Healesville & the Black Spur

- Turn Left onto Whanregarwen Rd off Maroondah Hwy.
- Turn Left onto Crystal creek Road which is your first left
- Turn Right onto Murrays Road and follow the signs to Alexandra Adventure Resort

From Melbourne via Goulburn Valley Hwy

Travel through Yea and Molesworth

- Just Past The Molesworth Hotel, is Whanregarwen Rd
- Turn Right onto Whanregarwen Rd
- Travel 15kms then turn right onto Crystal Creek Rd.
- Turn Right onto Murrays Road and follow the signs to Alexandra Adventure Resort
ACCOMMODATION & BUILDING FACILITIES

Cabins are available for use during your stay, and will be allocated depending on your group size. Allocation of lodges is at the discretion of Alexandra Adventure Resort’s management.

We have 3 separate lodges for students and a separate Teacher’s Lodge. In total we can accommodate up to 154 people. All rooms have been recently renovated, and they are bright and comfortable with heating facilities. We have rooms that can cater for disabled access.

THE HOMESTEAD – accommodates 33 people
- Evaporative heating & cooling
- 5 rooms, accommodating up to 33 people
- Shared shower, toilet and basins located within the building

LAKEVIEW LODGE – accommodates 62 people
- Evaporative heating & cooling
- 8 individual cabins, with 6-8 beds in each room
- Each cabin contains its own private ensuite facility

VALLEY VIEW LODGE – accommodates 48 people
- Evaporative heating & cooling
- 6 individual bunk rooms, with 8 beds in each
- Shared communal toilet facility located at one end of the block of cabins accessible from the exterior.

5 BEDROOM STAFF UNIT – accommodates 11 people
- Central heating and air-conditioning
- 5 bedrooms sleeping 11 people in total
- 1 disabled bathroom with toilet and shower
- 2 additional separate toilets
- 1 additional separate shower
- Open plan living area showcasing a kitchenette/dining and lounge, equipped with a TV and Coffee machine

LINEN
All campers MUST bring their own linen including; sheets, doona/sleeping bag, pillows, bath towel and beach towel if swimming.

HEATING/Cooling
Heating and cooling is available in most of the camp facilities. Please speak to staff if you require this at any time.
DINING ROOM
Our Dining Room will comfortably seat 130 people and is a large open plan room, providing a relaxing place to enjoy our freshly prepared, home cooked meals. With soft vinyl padded chairs, fold up tables and hot drink facilities, this room is the perfect place for your groups dining experience. A fridge, desk, projector, and P.A. system are also available in this room for your convenience.

MULTIPURPOSE HALL
The hall is 14.6m long by 7.3m wide. This hall can be utilised for all your group’s needs, transforming into an indoor games/activities room, concert hall or place of worship within a matter of minutes. Fully equipped with the latest in sound recording equipment, a P.A. system, projector, stage/ performance platform, and a whiteboard, this building is perfect for teaching, live music, watching movies, holding a chapel service or playing some exciting indoor games!

NEWLY BUILT 2ND MULTIPURPOSE HALL
This huge indoor hall is 16m x 16m and soon to be fully equipped inside with carpet, sound proof and a large projector screen. Fantastic for those larger size groups or rainy days.

BARBECUE SHED
This newly built undercover BBQ area is a pleasant spot to share meals for small and large groups alike. As well as providing enough space to sit and eat, it also is large enough to provide an area on wet day to play under.

CAMPFIRE AREA
An ideal place for a group ‘sing-a-long’, share some stories, toast marshmallows or just sit and enjoy the warmth and scenery.
TEACHERS: If you wish to bring marshmallows to toast as a night activity, please do so.
MEAL TIMES AND ARRIVAL/DEPARTURE TIMES

ARRIVAL & DEPARTURE TIMES
(Please check booking forms for your group’s specific times)
- Arrival from 11:00 am on the first day of camp
- Departure by 1:00 pm or earlier, on the final day
- The first meal provided is afternoon tea on the day of arrival.
- The last meal provided is lunch on the day of departure. A packed lunch is available if an early departure is required

MEAL TIMES

These are set meal times which work in with your schedule activities. The adult supervisor is responsible to check with kitchen staff if meal is ready, and then call the group to the meal.

BREAKFAST: 7:45AM
Every morning campers will receive a hot cooked breakfast along with Cereal & Toast
Breakfast menu items include:
Scrambled Eggs on toast, HUGE pancakes, Baked Beans & Spaghetti on toast and much more.

MORNING TEA & AFTERNOON TEA:
Includes a variety of different slices, cakes and the freshest fruits of the season.

LUNCH: 12:30PM - 1:30PM
Times may change to fit in with activities and will be included on the Activity Sheet

Some of the favourite lunch menu items include:
Salad Rolls or wraps, Hot Dogs, Baked Potatoes with a salad selection and much more.

NOTE – Lunch on Day 1 is to be bought to the camp by the students. Lunch can be provided at an additional cost by prior arrangement.

DINNER & DESERT: 6PM
The evening meal offers campers a 2 course dinner comprising of a main meal and dessert.
Some of the favourite dinner menu items include:
Roast Beef with Vegies, Chicken Schnitzel with Potato Bake &Vegies, Lasagne and much more.
Dessert menu items include:
Chocolate Pudding & Ice Cream, Apple Crumble & Cream, Two Fruits & Custard

SUPPER – AT YOUR OWN LEISURE
Some favourite supper menu items include:
Chocolate Cake, Orange Cake, Muffins
Hot Chocolate on request
1, 2 and 3 night camps – 1 hot choc night
4 night camps – 2 hot choc nights.
DUTY GROUPS

- Please organise duty groups prior to camp attendance.
- Please organise a number of different groups to do duty group for breakfast, lunch and dinner only.
- It is important to have appropriate supervision of duty groups throughout the stay. Please ensure an adult is allocated to assist with duty also.
- Duty groups will be required to assist just prior to a meal and helping to clean up at the end of each meal. Duties may include setting tables, clearing tables, wiping surfaces clean, sweeping and some dishes.
- We have attached a sheet for you to help you organize students for each meal.

FYI- COFFEE MACHINE

Alexandra Adventure Resort is happy to advise that we have provided a coffee machine (ALDI brand) for all teachers and staff to use throughout their stay. Please feel free to bring along your own coffee pods to use while you are here. This is provided for teachers/leaders use only and is not to be used by students. The coffee machine is kept in the Teachers Accommodation Unit (also called 5 Bedroom staff unit)
GENERAL INFORMATION

ARRIVAL TIME AT CAMP
Arrival will be generally be between 11 and 11:30am. Please ensure you arrive on time as this will affect your day. If you think your arrival time will be later than this, please notify the office in order for us to plan activities within the timeframe available.

ORIENTATION WALK AND TALK
Once all bags are placed in rooms, students and teachers are free to unwind and let off some steam following the bus trip. Please have lunch at your own leisure, and have the group prepared to commence the orientation walk and talk at the time allocated on the schedule. Everyone is required to meet in the undercover BBQ area 10 mins prior to orientation walk and talk time, as indicated on your group’s activity schedule. Note: Nobody is permitted to use any onsite activities until orientation has taken place.

CAMP RULES
For a happy, memorable and safe stay, camp rules must be followed. These are listed in this booklet and around the campsite. It is expected that a group leader will ensure all campers are aware of these rules and that they abide by them. Failure to do so may result in immediate dismissal from the site.

FIRST AID
There is a first aid kit and room onsite; however it is the responsibility of the group to provide a qualified first aid officer, a maintained first aid kit and a list of every group member’s medical information. At least one car must be available for emergency use at all times.

LAUNDRY
The washing machine is available for emergency use only. Please see camp staff if use is required.

CAR PARKING
Please only park in the designated areas and NOT past the large stone blocks allocated or on any of the camp lawns.

PHONE
Telstra service is the only mobile reception available. The camp business telephone will be made available in an emergency located in the camp kitchen. Please advise parents that they will be called if any circumstance was to incur with their child.

MAIL
Mail can be posted at Alexandra Post Office (7kms from camp). It is cleared each day at 4pm. Camp staff are happy to assist by posting mail for you.

DANGER ASSESSMENT
Danger of any sort is considered serious. Please report any situation that has potentially risky outcomes, or circumstances that present real and present danger, to staff immediately.
DEPARTURE
A check of the facilities will be carried out by A.A.R staff prior to the group’s departure. Groups are expected to vacate and clean their cabins of rubbish by 9:00am on the day of departure. If visiting Healesville Sanctuary on your way back to school, the bus will be scheduled to leave at 9:00am.

Rooms should be cleaned prior to breakfast. It is expected that facilities/grounds will be left in the same condition as found. The group may then continue to use activities/premises on the final day until departure time.

Additional fees will be incurred for leaving the site in an unsatisfactory condition.
WHAT TO BRING

- Bring packed lunch for the 1st day of camp
- Sleeping Bag
- Bed Sheet (fitted single sheet recommended)
- Pillow
- Bath Towel
- Beach Towel
- Hat
- Sunscreen
- Drink Bottle
- Change of underclothing and socks for each day (plus 2 extra sets for canoeing or raft making)
- Shorts, at least 2 pairs that will dry quickly for canoeing & raft making
- Shirts/Skivvies/T-shirts
- Swimming attire
- Old lace up shoes for canoeing and raft making - NOT THONGS
- Tracksuit pants or long pants
- WATERPROOF parka or jacket
- Warm hat (beanie)/ sun hat
- Pajama’s
- Thermal or woolen top for canoeing/raft making
- Jumpers
- Sturdy footwear, sneakers or boots. (Slippers for indoor use-optional)
- Handkerchiefs
- Regular Medication - please hand to teaching staff before departure
- Torch
- Toiletries, including soap, shampoo/conditioner, toothbrush, toothpaste, face washer, deodorant, hairbrush, any other personal requirements
- Insect repellent/sunscreen
- Camera (optional)
- Fishing Rod (optional)

From November to April every year, fire restrictions apply. For the protection of campers they must bring to camp: a long sleeved, non-synthetic shirt or jumper, long trousers and a hat. This is recommended by the Ministry of Education and the Country Fire Authority.

GROUP LEADER TO ALSO BRING

- First Aid Kits
- Staff Car (for emergencies)
- Mobile Phone
- List of all campers and signed consent forms for all students attending camp
- Duty and Room Lists
- Sports Equipment (for free time)
CAMP RULES

CAMP BOUNDARIES:
Campers must stay within the fenced areas at all times unless accompanied by a teacher/leader. The staff accommodation, workshop and construction areas are out of bounds at all times. The fence around the lake is electric, do not touch!

CABINS:
No food or drink to be consumed in the cabins. Camp Mattress must not be removed from the cabins. Only one person permitted on the top bunks at any time.

ONSITE ACTIVITIES:
Nobody is permitted to use the canoes, trampoline, low ropes course or swimming pool without teacher/leader supervision.

SMOKING:
Smoking is not permitted inside any camp building or within 10 meters of the entrance of any building.

FOOTWEAR:
Footwear must be worn at all times (except in the pool, on trampoline and in canoes).

RAFT BUILD / CANOEING:
Old shoes (lace up) must be worn during this activity at all times, for safety precautions.

FIRE EQUIPMENT:
Extinguishers, smoke detectors and signs have been installed for your protection – please ensure that campers do not interfere with this important safety equipment.

WATER SUPPLY:
Please help us to conserve our water supplies by not wasting water and by limiting time in the shower. Keep check to make sure taps are turned off and inform camp staff of any leaks.

ENVIRONMENTAL CARE:
The campsite is a sanctuary for flora and fauna. No camper is permitted to bring firearms, animals or pets onto the property or to disturb the natural environment. Care and common sense should be taken when approaching campsite animals. Garbage and recyclable materials are to be placed in designated areas.

DAMAGES:
Any breakages /damages must be reported to the Camp Manager when it occurs. All groups will be charged for any damages or missing A.A.R items for example: balls etc.

VERANDAS:
No running and please do not climb or sit on the rails

PERSONAL ITEMS:
A.A.R does not accept any responsibility for loss or damage to personal items such as any digital item. It is strongly recommended that campers do not bring these items
ACTIVITIES

AAR Staff Run Activities – minimum 1 teacher to assist with their group at each activity.

- Rock Climbing
- High Ropes
- Canoeing
- Leap of Faith
- Flying Fox
- Giant Swing
- Crate Stacking

Laser Sport Staff Run Activities – Laser sport is run by the company in charge. Teachers assist in supervision.

- Laser Force

TEACHER Run Activities -

- Archery
- Low Initiatives Course
- Orienteering
- Raft Building
- Bocce / Beach Volleyball
- Swimming Pool
- Free time
- General activities – tennis etc

NIGHT ACTIVITIES

Teachers are in charge from 5pm onwards with dinner commencing at 6pm. We can also assist set up of night time activities if need be.

- Camp Fire – bring marshmallows if you wish.
- Movie Night – On a big projector screen, we do recommend you bring some of you own DVD’s for your year level.
- DJ – Disco Night – We can book a DJ for you who brings all the equipment, lights, music, sound, and he runs this for a few hours i.e. 7:30pm start. Please obtain a quote from AAR office.
- Night Walk – some groups like to do a night walk down the drive way and around the site, then possibly come back to a camp fire.
ACTIVITY RULES

SWIMMING POOL RULES
• No person is permitted inside the pool enclosure without adult supervision
• No bombing, running or rough play will be tolerated
• No running inside the pool enclosure
• No diving into the shallow parts of the pool
• Campers must shower or rinse themselves before entering the pool if they have been involved in lake activities
• Make sure you are wearing sunscreen

INITIATIVE COURSE RULES
• No person is permitted on the course without camp staff supervision
• Runners to be worn for this activity.
• Do not begin the Initiatives course until the instructor gives the signal
• Pushing, pulling or rough play will not be tolerated

CANOE / RAFTING RULES
• No person is permitted on the lake canoeing without camp staff supervision
• Fitted life jackets must be worn for every activity
• No intentional capsizing of canoes or rafts will be tolerated
• Make sure you are wearing sunscreen
• Do not intentionally disturb the wildlife or their habitats
• Teachers/Adults do not need a water certificate to run raft building

TRAMPOLINE RULES
• No person is permitted on the trampoline without adult supervision
• Only one person is permitted on the trampoline at one time
• All shoes must be removed before getting on trampoline

HARNESS ACTIVITY RULES
• No person is permitted on the harness activities without A.A.R staff supervision
• All people must listen to the instructor’s instructions before use.
• Solid shoes must be worn on these activities – No thongs or gum boots.
• Everyone must wear a harness on all harness activities.

LASER SPORT
• Drink bottle / hat / sunscreen (all persons)
• Runners no thongs
• Teachers to walk student groups from the BBQ area to the laser field
• Do not let kids run off unattended – i.e. walking over the bridge

PLEASE SEE OUR CAMP STAFF FOR ANY QUERIES
EMERGENCY PROCEDURES

Alexandra Adventure Resort is committed to providing a safe venue for ALL campers at ALL times. Our staff are trained and equipped to act in any emergency situation and have been specifically trained in the following areas: Fire; Power Failure; Fallen Power lines; Gas Leaks; Injuries to campers; Storm; Flooding; Explosion.

1. VERIFY
   • Verify the report.
   • Confirm with other campers, with emergency services or with other reliable people the accuracy of the information about the emergency.

2. NOTIFY
   • Notify campsite staff and emergency services immediately by the quickest possible means.

3. ASSESS
   • Assess the danger posed by the emergency.
   • Use all your senses to build a picture which tells you what is happening and use that information to help decide on a course of action.
   • Use verbal information.

4. OBSERVE
   Observe what is happening to decide:
   • Has the danger passed?
   • Is the danger increasing or decreasing?
   • Is the danger coming closer or moving further away?
   • Is the weather or terrain affecting its progress?
   • Decide how much time exists to take alternative actions.

5. ACT
   Take action based on the assessment of danger.
   • Ensure that injured campers are not exposed to further injury or danger.
   • Contain the emergency, if safe to do so.
   • Move people away from the danger area by the safest means. If necessary, move campers indoors, to one end of the building, to the furthermost part of the campsite or to a site well away from the campsite, if time permits.

EMERGENCY TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main office</td>
<td>03 5772 1409</td>
</tr>
<tr>
<td>Fire, police, ambulance</td>
<td>000</td>
</tr>
<tr>
<td>Hospital</td>
<td>03 5772 0900</td>
</tr>
<tr>
<td>Doctor</td>
<td>03 5772 1444</td>
</tr>
<tr>
<td>Police</td>
<td>03 5772 1040</td>
</tr>
<tr>
<td>Plumber/gas</td>
<td>0419 522 578</td>
</tr>
<tr>
<td>S.E.S.</td>
<td>03 5772 1033</td>
</tr>
<tr>
<td>Electrician</td>
<td>0427 576 055</td>
</tr>
</tbody>
</table>

OUR LOCATION:
ALEXANDRA ADVENTURE RESORT.
43 MURRAY’S ROAD, WHANREGARWEN
(We are the first right OFF Crystal Creek Road)