



Teachers Camp Booklet

www.alexandraadventureresort.com.au



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CAMP LEADERS CHECKLIST:

Please read this booklet carefully.

We have provided the following information to make your visit to camp easy to plan and enjoyable!

- ☐ Ensure the signed Booking form has been returned to AAR and the deposit has been paid.
- ☐ If you are booking your own buses, please confirm your departure times with our Office (i.e. from school) to arrive at Camp 10.30am and depart from camp no later than 10.30am).
- ☐ You are welcome to visit the camp if you have not been here before to see the amazing facilities we have on offer and help plan your stay.
Please phone the Office on 5772 1409 to arrange a time.
- ☐ Provide parents/families with camp information including camp dates, costs and a list of what to bring (*What to Bring* list is on page 13).
A parent information night is a great idea for large groups and can assist in answering questions from parents. Please provide the school contact number to families for your camp stay.
- ☐ Arrange a First Aid Kit that can be brought to camp and assign a First Aid officer for the duration of your stay.
- ☐ Ensure a Staff/School car is brought to Camp for emergency purposes whilst on Camp.
- ☐ Teachers are free to the ratio of 1:10 (1 Teacher : 10 Students). Additional Teachers/adults attending over this ratio pay full camp costs, including bus travel.
- ☐ Appoint your staff and outline their duties and requirements during your stay.
Being organised and prepared will allow your camp to run smoothly.

THREE WEEKS PRIOR TO CAMP:

Please email the following documents to our Office NO LATER than 3 weeks prior to your stay.

All information, forms and your Planning Checklist have been emailed to your Camp organiser.

- ☐ *Bus departure times* from School (Day 1) & Camp (Last day)
- ☐ *Dietary Requirements/Final Numbers Form*
If we have not received final numbers 2 weeks prior to your camp, you will be charged based on your estimated numbers as per your signed Booking Form OR final numbers arrival at camp, whichever is greater.
- ☐ *Water Agreement form* – for supervision in/around water at camp
- ☐ *Room Allocation forms* – for both students & Teachers.

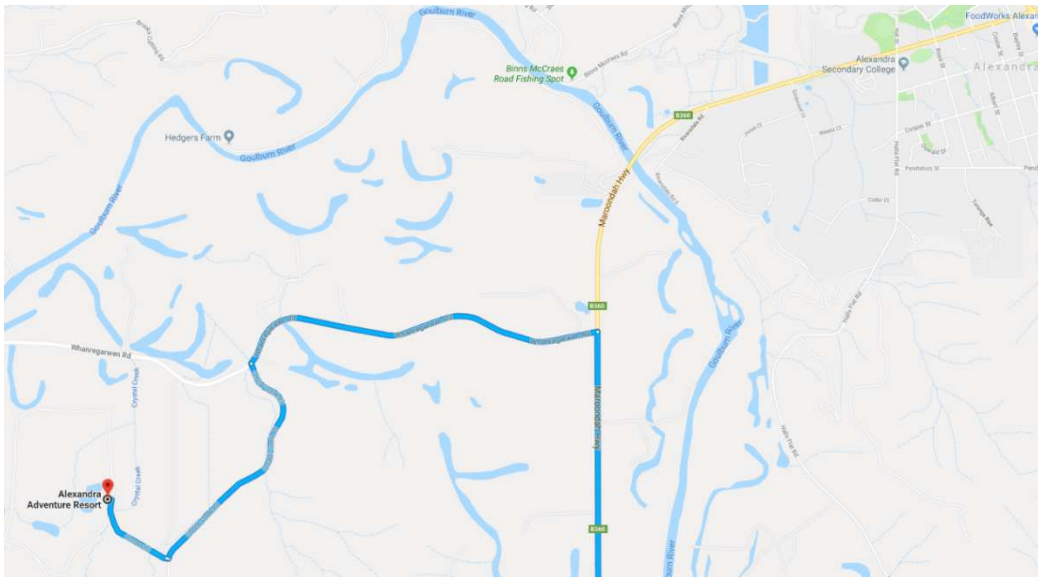
We will provide your *FINAL programmed Activity Schedule* the week before your camp – please delete any copies/drafts you have saved prior.

WHEN YOU ARRIVE:

- ☐ **Arrival time is 10.30am** - if for some reason you are unable to arrive at this time, please let us know so we can accommodate this in your Activity Schedule.
Should you arrive late, we may need to cancel your first activity to fit the rest of the program in.
- ☐ On arrival to Camp, one of our Staff will meet the Camp organiser/Leader and go through a Checklist with you including a safety briefing and the location of facilities.
A count of attending students & staff will be recorded and signed by the Camp organiser/Leader.
- ☐ Lunch – **BYO packed Lunch to eat after arrival in the undercover area.**
- ☐ Orientation – Our staff will run through a Walk & Talk of the camp facilities and the activities with everyone.
- ☐ Anyone with dietary needs will meet with our Chef to check each person's requirement/s.
- ☐ Start activities as per start time on your Activity Schedule.
- ☐ **HAVE FUN & ENJOY CAMP!**



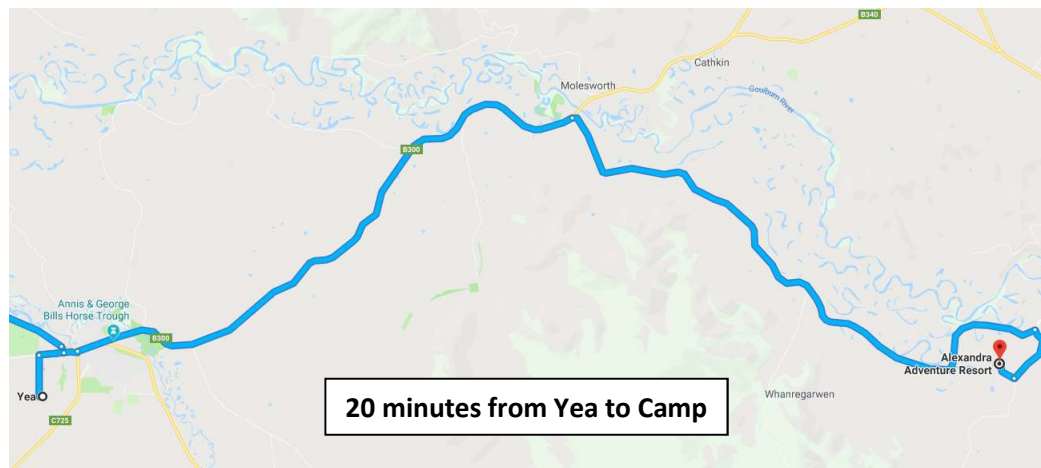
WE ARE LOCATED:



From Melbourne via Maroondah Highway

Travel through Healesville and the Black Spur

- Turn Left onto Whanregarwen Road from Maroondah Highway (just outside of Alexandra)
- Turn Left onto Crystal Creek Road (the first left)
- Turn Right onto Murrays Road and follow the signs to Alexandra Adventure Resort.



From Melbourne via Goulburn Valley Highway

Travel through Yea and Molesworth

- Just past The Molesworth Hotel is Whanregarwen Road
- Turn Right onto Whanregarwen Road
- Travel 15kms then turn Right onto Crystal Creek Road
- Turn Right onto Murrays Road and follow the signs to Alexandra Adventure Resort.

CAMP MAP:



ACCOMMODATION & BUILDING FACILITIES:

Lodges are allocated depending on your group size.
Allocation of lodges are at the discretion of the Office and AAR staff.

We have 4 separate lodges for students as well as a separate Teachers lodge.
In total we are able to accommodate over 200 people. All rooms are comfortable with heating and cooling facilities.
We also have **accessible** rooms if needed.

ECHIDNA LODGE - accommodates 62 people

- Evaporative heating and cooling
- 8 individual rooms, with 6-8 beds in each room
- Each room has its own private ensuite – 1 toilet /1 shower / 1 basin

KOOKABURRA HOMESTEAD - accommodates 34 people

- Evaporative heating and cooling
- 5 individual rooms, with 4-8 beds in each room
- 3 separate toilets & 3 separate showers in the one bathroom

SNAKE VALLEY LODGE - accommodates 50 people

- Evaporative heating and cooling
- 6 individual rooms, with 8-10 beds in each room
- Toilet block located at one end of lodge – no showers. Showers are in the main amenities block.

TURTLE LAKEHOUSE - accommodates 49 people

- Evaporative heating and cooling
- 6 individual rooms, with 2-10 beds in each room (including 2 Teachers rooms if required)
- Amenities block located adjacent to the lodge – 6 showers & 6 toilets
- **Accessible** bathroom available located in the lodge.

WALLABY'S MANOR (*Teachers Unit*) - accommodates 14 people

- Central heating and cooling
- 5 individual rooms with 2-3 beds in each room
- 1 **accessible** bathroom with shower and toilet
- 1 additional separate shower
- 2 additional separate toilets
- Open plan living area with kitchenette/dining and lounge, with a TV and coffee machine.

Note: All toilets & showers are private - built with doors in separate cubicles.

LINEN / BEDDING

All campers **MUST** bring their own Linen including:

- **Bed Sheet** - fitted single sheet recommended for students
(Teachers - King Single fitted sheet for Wallaby's Manor)
- **Pillow / pillow case**
- **Sleeping Bag / Blanket / Doonas**
- **Bath Towel/s** and a Beach Towel if using the lake/pool.

HEATING/COOLING

Heating and cooling is available within most of the camp facilities. Please speak to our staff if you need assistance at any time.

DINING ROOM & UNDERCOVER AREA

Your meals are served in our Dining Room and/or the Undercover area which can dine up to 250 people.

A Tea & Coffee station, fridge and TV are also available in the Dining room for you to use.

LARGE MAIN HALL

This hall accommodates 250 people and can be used for a variety of purposes. It's fully equipped with a PA system, projector and a whiteboard - perfect for teaching, music, watching a movie, holding a chapel service or playing indoor games.

We also have an i-pad to access Netflix to stream a movie and Spotify to access your playlist. The hall is sound proof and fully carpeted, ideal for larger groups or rainy days.

CAMPFIRE AREA

An great place for a group 'sing-a-long', to share stories, toast marshmallows or sit and enjoy the warmth and enjoy the lake view – log seating surrounding the fire pit.

Teachers: *Please bring your own marshmallows to toast as a night activity.*

ARRIVAL / DEPARTURE TIMES:

ARRIVAL / DEPARTURE TIMES:

- Arrival is **10.30am** on the **first day** of camp
- The first meal provided is **Afternoon Tea** on your first day of camp
- Departure is between 9am and 10.30am on your **Last day** of camp
- The last meal provided is a **Packed Lunch** on the last day of camp.

MEAL TIMES:

These are set times which work in with your scheduled activities.

The Camp Organiser/Leader is responsible for checking with our Kitchen staff when the meal service will be ready and then calling the group to seat ready for their meal.

All Dietary requirements are catered for by our Chef & Kitchen staff.

e.g. Gluten/Dairy/Egg/Fructose/Lactose free, Coeliac, Halal, Vegan, Vegetarian.

Please ensure all requirements are listed on the *Dietary Requirements form*.

BREAKFAST: 7am-8am

Every morning, campers will receive a cooked breakfast, with toast and cereal.

Breakfast menu items include one of the following, at Chefs discretion:

Baked beans / Spaghetti / Scrambled eggs / Hash Browns / Pancakes

MORNING TEA AND AFTERNOON TEA:

Both Morning Tea and Afternoon Tea, include a variety of *cakes/slices and fruit*.

LUNCH:

Lunch menu items include one of the following, at Chefs discretion:

Baked Potatoes & toppings / Hot Dogs in rolls / BBQ Sausages and Burgers /

Fresh Rolls with your choice of filling

Note: Students & Staff are to bring their own packed Lunch to Camp on Day 1

DINNER AND DESSERT: 5.30pm-6.30pm

The evening meal offers campers a two course Dinner, comprising of a main meal and dessert.

Dinner menu items include one of the following, at Chefs discretion:

Bolognese Pasta Bake / Chicken Schnitzel & vegetables / Fish & Chips /

Roast Beef & vegetables

Dessert menu items include one of the following, at Chefs discretion:

Jelly with Cream / Apple Crumble / Chocolate Mousse/ Ice Cream & Topping /

Chocolate Self-Saucing Pudding

SUPPER: At your leisure

Supper includes a variety of *cakes*.

DUTY GROUPS FOR KITCHEN DUTY

- Please organise student Kitchen duty groups prior to camp
- We have forwarded a Kitchen Duty template to you, to help organise your students into groups
- Please arrange a number of different groups for breakfast, lunch and dinner only
- It is important to have appropriate supervision of groups, please ensure adults are also allocated to assist with each duty group
- Duty groups will be required to pack & clean up after each meal (not set up).
- Teachers are to assist in serving salads/condiments and cordial/water to students at all meal times – and to supervise and monitor the serving/quantities of desserts to students.
- Teachers also to supervise and monitor the duty groups with the pack & clean up in the meal areas.

COFFEE MACHINE

We have provided a coffee machine (ALDI brand) for all Teachers/Leaders to use during their camp. These are provided for the School Staff only and are *not* to be used by students.

The coffee machine is located in Wallaby's Manor (*Teachers unit*) and we provide Espresso pods – you are welcome to bring along your own coffee pods.

GENERAL INFORMATION:

ARRIVAL TIME TO CAMP

Arrival time is 10.30am.

Please ensure you arrive on time, as this will affect your day.

If you think your arrival time may be later than this, please notify our Office as we may need to cancel your first activity to fit the rest of the program in.

ORIENTATION WALK & TALK

Upon arrival everyone is required to meet at the undercover area, for your Orientation Walk & Talk. See the times allocated on your Activity Schedule.

Rooms can be accessed after 2pm once our Cleaning staff have finished.

Note: No-one is permitted to use any activity until orientation has taken place

CAMP RULES

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

FIRST AID

There is a First Aid room and first aid kit onsite, however it is the responsibility of the school group to provide a qualified First Aid officer, a maintained first aid kit and keep a list of every person's medical information.

At least one car must be available onsite for emergency use at all times.

LAUNDRY

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

CAR PARKING

Please park in the designated areas only, do NOT park past the large stone blocks or on any of the camp lawns.

PHONE

Telstra service is the best mobile reception available.

The camp telephone is located in the First Aid room if you need to call the Office (via internal intercom). The camp owner's mobile phone can also be called if you have an emergency.

Please advise parents/families that the school will notify of any issues or concerns with their child.

DANGER ASSESSMENT

Danger of any type is considered serious. Please report any situation that has potentially risky outcomes or circumstances that present real and present danger to AAR staff immediately.

DEPARTURE

Groups are expected to clean their cabins of rubbish and pack bags to **vacate rooms by 8.15am on the day of departure.**

A check of the facilities will be carried out by AAR staff prior to your departure.

If visiting an offsite activity such as Healesville Sanctuary on your way back to school, the bus will be scheduled to leave at 9am.

If you are organising your own bus travel, please ensure you confirm the departure time with your bus company as listed on the Activity Schedule.

Rooms should be cleaned prior to Breakfast. It is expected that the facilities and grounds are left in the same condition as originally found.

The group may then continue to use activities/premises on the final day, until their scheduled departure time.

Additional fees will be incurred, for leaving the campsite in an unsatisfactory condition.

DOCTORS / AMBULANCE / HOSPITAL

The nearest Hospital (Alexandra District Health) is located at 12 Cooper St, Alexandra and is 7kms from Camp - provides Urgent Care.

An Ambulance Station is located adjacent to the Hospital.

There are also two Doctor Medical clinics in Alexandra.

The phone numbers are listed for each on the last page of this booklet.

In The Case of Emergency - Call 000

WHAT TO BRING:

**ALL Students & Staff to bring their own
Packed Lunch & refillable Water Bottle to Camp on Day 1.**

Clothes:

- Change of socks & underwear for each day (two extra sets if swimming/canoeing/raft building)
- Pajamas
- Shorts (at least two pairs that will dry quickly if canoeing/raft building)
- T-Shirts/Shirts/Skivvies
- Tracksuit pants or long pants
- Windcheaters/Hoodies/warm jumper
- Sturdy footwear, sneakers or boots (slippers for indoor use - optional)
- Waterproof parka/coat/jacket
- Old shoes/water shoes if canoeing/raft building - NO THONGS
- Swimmers/Bathers & Beach Towel (if swimming/canoeing/raft building)
- Handkerchiefs
- Sun Hat
- Warm Hat (e.g. Beanie)



Personal Items:

- Regular Medication - *please give to school staff before departure to Camp*
- Toiletries -soap, shampoo, conditioner, toothbrush, toothpaste, face washer, deodorant, hair brush/comb & any other personal requirements
- Torch
- Sunscreen
- Insect repellent (optional)
- Camera (optional)



Bedding:

ALL Students & Staff to bring:

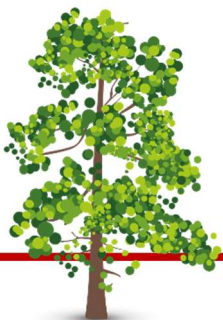
- Bed Sheet (fitted single sheet recommended)
- Pillow / pillow case
- Sleeping bag / Blanket / Doona
- Towel

(Note: Teachers - King Single fitted sheet for Wallaby's Manor)



School Staff/Leaders to also bring:

- First Aid Kit/s
- Staff/Teacher's Car (for emergency purposes)
- Mobile phone and phone charger
- List of names & phone contacts for ALL campers
- Activity Groups, Kitchen Duty Groups List and Room Allocation Forms.



From November to April, fire restrictions may apply.

**For the protection of campers, they must bring to camp –
A long sleeved, non-synthetic Shirt or Jumper, Long pants and a Hat.**

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!

ROOMS / LODGES

No food or drink is to be consumed inside the rooms or lodges. Camp mattresses must not be removed from the rooms. Only one person is permitted on the top bunks at any time.

ONSITE ACTIVITIES

No student is permitted to use or access any of the harness activities, canoes, lake, archery equipment or swimming pool without Teacher/Leader supervision.

SMOKING

Smoking is not permitted inside any building. Please speak to staff for further information.

FOOTWEAR

Footwear must be worn at all times outside (except when using the swimming pool). Footwear must be taken off inside all buildings i.e. accommodation rooms, Dining room & Main Hall and placed neatly outside the door on the racks provided.

CANOEING / RAFT BUILDING

Old shoes/water shoes must be worn at all times during this activity for safety purposes.

FIRE EQUIPMENT

Fire extinguishers, smoke detectors and signs have been installed for your protection. Please ensure campers do not interfere with any of this important safety equipment.

WATER SUPPLY

Please help us to conserve our water by not wasting water and limiting time in the shower. Check to make sure all taps are turned off and inform AAR staff immediately 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 site or to disturb the 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 or damages must be reported to the Camp Manager immediately. Groups will be charged for any breakages, damages or missing AAR equipment.

VERANDAS

No running on the verandas and please do not climb or sit on the rails.

PERSONAL ITEMS

AAR does not accept any responsibility for loss or damage to personal item/s, including electronic item/s. It is strongly recommended that campers do not bring these to camp.

ACTIVITIES:

ACTIVITY GROUPS FOR YOUR ACTIVITY SCHEDULE

- Please arrange Activity groups prior to camp
- We have sent an Activity Group template to help organise your groups
- Please arrange students based on the number of Activity Groups in your Activity Schedule that has been created for you
- Ensure group numbers are as even as possible.

AAR Instructor Led – plus 1 Teacher to assist with each group for each activity

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

Teacher Led - 1-2 Teachers to supervise and instruct group for each activity

- | | |
|---|-------------------------------|
| ○ Raft Building (<u>2 Teachers needed for each group to meet the 1:8 ratio</u>) | |
| ○ Swimming Pool (<u>2 Teachers needed for each group to meet the 1:8 ratio</u>) | |
| ○ Archery | ○ Low Ropes Initiative Course |
| ○ Beach Volleyball | ○ Orienteering |
| ○ Bocce Ball | ○ Gaga Ball |
| ○ Disc Golf | |
| ○ Free Time - <i>Basketball, Tennis, Football/Soccer and our Undercover area offers an Air Hockey Table, Foosball Table and Table Tennis Tables</i> | |

Laser Sport – This is run by an outside provider and 1 Teacher to assist with supervision (*if booked*).

Interactive Wildlife Presentation – 1 hour show in the Main Hall.
Teachers to assist with supervision (*if booked*).

Night-time

Teachers are in charge of all students for evening activities and we can help set up any night-time activities for you if needed.

- Campfire - feel free to bring along marshmallows to toast.
- Night Walk - take a walk down our long driveway and around the site, there are always a number of wildlife to see along the way.
- Movie - set up in our Main Hall. An i-pad is available to stream Netflix movies (suitable for your student year level).
- Disco Night – organise your own disco! Access your playlist on Spotify from the i-pad in the Main Hall.

We will provide your *FINAL programmed Activity Schedule* the week before your camp – please delete any copies/drafts you have saved prior.

ACTIVITY RULES:

CANOEING / RAFT BUILDING

- No person is permitted to canoe on the lake without camp staff supervision
- Fitted life jackets & helmets must be worn for these activities
- No intentional capsizing of canoes or rafts will be tolerated
- Do not intentionally disturb the wildlife or their habitats
- Ensure everyone is wearing sunscreen
- Old shoes/water shoes must be worn at all times during this activity for safety purposes
- Teachers/Leaders do not need a water certificate to run Raft building.

HARNESS ACTIVITIES

- No person is permitted on the harness activities without AAR staff supervision
- Everyone must listen to the Instructor's brief and instructions before use
- Solid shoes must be worn - NO thongs or gum boots
- Everyone must wear a harness and helmet on all harness activities.

LASER SPORT

- Ensure everyone has a drink bottle and hat and are wearing sunscreen
- Runners must be worn - NO thongs
- Teachers/Leaders to walk student groups from the Undercover area to the Laser field
- Do not let students run off unattended - e.g. walk over the bridge.

LOW ROPES INITIATIVE COURSE

- A booklet with instructions/notes is available for Teachers for each element
- No person is permitted on the course without adult supervision
- Runners are to be worn for this activity
- Do not begin the course until the adult in charge gives permission to start
- Pushing, pulling or rough play will not be tolerated.

SWIMMING POOL

- No person is permitted inside the pool enclosure without adult supervision
- No bombing, running or rough play
- No running inside the pool enclosure
- No diving in to the shallow parts of the pool
- Campers must shower or rinse themselves before entering the pool, if they have been involved in lake activities
- Ensure everyone is wearing sunscreen.

Please see our friendly Camp Staff if you have any questions.



EMERGENCIES:

AAR are committed to providing a safe site for ALL campers at ALL times. Our staff are trained to act in an emergency situation for the following such as fire, flooding, power failure and injuries to campers.

PROCEDURE:

1. VERIFY

- Verify the report
- Confirm with other campers, Emergency services or other reliable people, the accuracy of the information about the emergency

2. NOTIFY

- Notify camp staff and emergency services immediately by the quickest means possible

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 furthestmost part of the campsite or to a site well away from the campsite, if time permits

EMERGENCY TELEPHONE NUMBERS

Camp Office	03 5772 1409
Emergency Call Service (ECS) - Police, Fire, Ambulance	000
State Emergency Service (SES)	03 5735 3100
Alexandra District Health – Hospital (Urgent care)	03 5772 0900
Alexandra Medical Centre - Doctor	03 5772 1444
Alexandra Family Medical Centre – Doctor	03 5772 1699
Alexandra Police Complex (station)	03 5772 1040
Electrician - Heath Bates	0488 977 967
Gas/Plumber - Andrew Wood	0488 559 091

OUR LOCATION:

Alexandra Adventure Resort
43 Murrays Road, Whanregarwen, Vic, 3714
(We are the first right turn off Crystal Creek Road).