

Myuna Bay school camps

Teachers information pack



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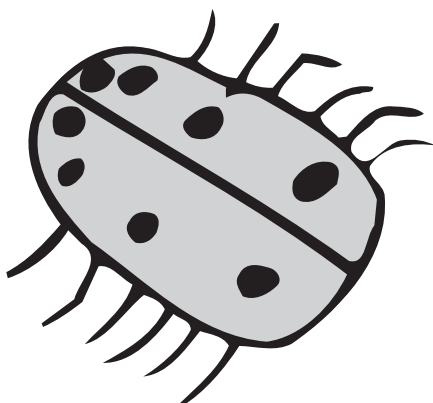


Getting ready for camp

Socialisation, experience and fun are inherent benefits of all our school camps. Our goal is to make your camp a valuable learning experience for your students. The many exciting programs and activities that we offer can be facilitated to achieve your educational objectives.

Your input will help us to develop a program that is tailored specifically for your students and effectively complements what you are doing in the classroom. The Program Coordinator will contact you during the preparation of your camp to discuss the needs and objectives for your group.

The activities selected for your camp schedule are chosen for their suitability to achieve the educational objectives that you identify. You may find the **Description of activities** (attachment 5) helpful for understanding how some of the activities at the Centre operate. Activities are also subject to participant ages, staff and facility availability, weather and the duration of your camp.



Encouraging student participation

Is this your first time organising camp? The following points are ideas other schools have used to help them encourage student attendance at camp that you might like to try:

- Advertise the upcoming camp in the school newsletter
- Run a parent/student information night to:
 - inform parents of the school's aims and objectives for attending the camp and how these are relevant to the development of their children and the curriculum
 - provide information about the safe, caring environment and risk management strategies of Sport and Recreation Centres
 - gain student enthusiasm by previewing the 'camp experience' through images and testimonials of past participants
- Develop a 'fundraising for camp' class project
- Personalise the camp experience at parent/teacher interviews by discussing how camp would be beneficial for their child. For example, a chance for the child to be a leader, challenge themselves and develop independence, self confidence or team work skills
- If you are experiencing particular difficulty in gaining adequate support for camp, a Centre staff member may be able to visit the school and deliver a presentation to the parents and students to answer any questions about the camp experience that they have. Please contact us to discuss this option.



Health, safety, special diets and medication

We need parents to fill out the **Medical and consent form – Child** (attachment 7) for their child, listing any special health, medication and dietary requirements. Visiting teachers and all other supervising adults are also required to complete and sign a **Medical and Consent form – Adult** (attachment 2).

Please collect and return completed forms to us three weeks before camp. Using the information from the completed Medical and consent forms, please also complete the **Participant summary spreadsheet** (available for download from our website at www.dsr.nsw.gov.au/schools) and return this to the Centre three weeks before camp. The information in this summary provides us with a snapshot of the essential information required to adequately prepare for your camp. It is very important that you list any special requirements for each student and adult on this spreadsheet so we can make appropriate arrangements.

Supervising and registering medication

You will be responsible for supervising and registering any medication required by your students. Please organise this amongst your staff. It's a good idea to collect medication from parents before leaving for camp. Medication should be in its original

packaging and clearly labelled with the student's name, correct dosage and frequency. You are welcome to store this in our lockable cabinet or fridge, or you may prefer to lock medication in your room – it's up to you.

You might find the **Medication sheet** (attachment 3) useful in making sure students receive the right medication at the right times.

Students with asthma

Students with asthma are required to provide an asthma management plan to the Centre. Those that require asthma inhalers should carry them at all times during the camp

First aid

Our Centre staff have accredited senior first aid qualifications, including resuscitation and use of Oxy-Viva equipment. If necessary, sick children are taken to the closest Medical Centre or Hospital for assessment by a doctor. Parents are informed if this happens.

Organising teacher's checklist

Most of the forms we need for organising your school camp are included in this information pack. You can also download information sheets and forms from www.dsr.nsw.gov.au/schools

We recommend you make travel arrangements as soon as possible after your booking is confirmed.

Twelve weeks before camp

Date / /

- Check your participant numbers to ensure your original estimate was realistic. Return the **three month confirmation of numbers form** to the Centre. If this date falls during the school holidays please ensure that the Centre receives it prior to this time.

Six weeks before camp

Date / /

- Distribute camp information to parents, including the **Information for parents** (attachment 6) and **Medical and consent form – Child** (attachment 7).
- Begin collecting camper information and camp fees.

Four weeks before camp

Date / /

- Collect and confirm that all campers have completed everything on the **Medical and consent form – Child** (attachment 7). Please ensure all forms have a Medicare number and a signed risk waiver.
- Collect and confirm that all information is included on a **Medical and consent form – Adult** (attachment 2) for each visiting teacher and any other supervising adults.

Three weeks before camp

Date / /

- Using the information in the Medical and consent forms complete the **Participant summary spreadsheet** (available for download from www.dsr.nsw.gov.au/schools).
- Email the completed **Participant summary spreadsheet** to the Centre (please ensure all medical and dietary information is included).
- Post all original **Medical and consent forms** to the Centre.

On arrival at camp

Date / /

- Provide final participant numbers to Centre.
- Bring students' spending money in separate sealed envelopes, each labelled with the student's name, for collection and placement in the office safe.
- Bring signed optional activity permission forms (if required).
- Check that the Centre has information on all special requirements and dietary needs.

Last day at camp

Date / /

- Complete the post-camp feedback survey.
- Speak to staff about availability for your next booking.

21 days after departure

Date / /

- Due date for final payment.

What you need to know

Your role at camp

Teachers play a vital role in making camp a success for students. Your school needs to send at least one visiting teacher or a supervising adult for every 20 students attending the camp. Parents or non-teaching staff attending camp will need to be able to undertake the same supervision responsibilities as teachers. Schools must also make sure that non-teaching adults attending camp meet child protection requirements.

Centre staff will design and deliver your camp program and are responsible for working with you to ensure everything runs smoothly. They will organise and coordinate meal duties, evening activities and assemblies, as well as providing primary first aid and a 24-hour on-call emergency service. If you decide to end an activity early or cancel it completely, please let Centre staff know so that they can arrange an alternative activity.

One of the benefits of a school camp is the opportunity for students from different backgrounds and cultures to mix through integrated activities with other schools. However, you can choose a single school group option where your students are kept together for activities. Please let us know in advance if you wish to do this, as some extra cost could be involved due to the extra staff needed to maintain staff-camper ratios.

We try to minimise the workload on visiting staff so that you have an opportunity to have fun and challenge yourself too. However, as primary caregivers we need you to:

- Remain with your group during activities, participating if necessary to maintain staff-camper ratios.
- Make regular lodge checks after students are in bed. Centre staff are on call at night in case of an emergency.

There is no formal meal/free-time roster, but we ask that at least two staff are present in the dining hall during meals to make sure students clean up after themselves. During free time you must supervise your students in the allocated areas. Organising teachers may want to prepare their own staff roster to cover these periods.

If any visiting teachers need to leave during camp (eg. to attend college or university), please let Centre staff know in advance.

What to bring

Here's a handy list of what we suggest you pack:

- Shorts and t-shirts (no sleeveless shirts, to promote sun-safety)
- Jeans
- Jumpers and tracksuit pants
- Raincoat
- Underwear
- Swimming costume
- Two towels
- Pillowcase sleeping bag or doona and sheets (single bed)
- Two pairs of running shoes (one pair suitable for water activities)
- Sun hat, sunscreen and sunglasses
- Torch
- Toiletries (including soap and insect repellent (non-aerosol))
- Water bottle
- Alarm clock
- First aid kit
- Day-backpack
- This Information pack
- Camera with download cord (if you wish to access our audiovisual equipment)
- Relevant paperwork (refer to the Organising teacher's checklist section)

A full packing list for students is provided in the **Information for parents** (attachment 6).

Money and valuables

Students are not encouraged to bring valuables to camp (eg. jewellery, MP3 players, mobile phones etc.).

Students can bring money for camp souvenirs in a sealed envelope with their name on it. We suggest students bring no more than \$20 or \$30. Information on souvenirs and prices is included in the **Information for parents** (attachment 6). School groups may also need to purchase meals on forward and return journeys.

Accommodation

You will be sleeping in modern lodges, which accommodate four or six students per room. Each room has an ensuite. Teachers stay in separate rooms in the lodge.

Lodges have heating, air conditioning, common rooms with TV and video and washing machines and driers. Some also have kitchen facilities. The Centre provides pillows only, you will need to bring your own linen, sleeping bag or doona.

Where possible we try to accommodate each school group in their own lodge, but at peak times schools may be required to share a building. In this case, separate rooms are allocated to each school.

A washing machine and dryer is available at the Centre.

Getting to camp

Arrival and departure times

The standard arrival time is 10.30am – 11am on the first morning of camp, while the typical departure time on the last day of camp is after lunch between 1pm – 1.30pm. Modification to these times can be made on request to the Centre.

Transport

You will need to make travel arrangements for your group and include the cost in each camper's fees. Please let us know about your travel plans when you complete the **Participant Summary Spreadsheet**.

By rail – CityRail offers a subsidised fare for school groups travelling to Sport and Recreation Centres for school camps. If you are travelling by train, you will need to organise a charter coach service to and from Morisset train station. We suggest you contact Toronto Bus Company (02) 4959 1233, Morisset Bus Company (02) 4973 2114 or Coastliner Coaches (02) 4322 0033.

To arrange your rail travel and receive the subsidised fare complete the **Rail concession voucher** (attachment 1) and take it to any ticketing office at a CityRail train station. You can purchase both the forward and return travel tickets in advance of the travelling days. Payment can be made in the form of a cheque, credit card or eftpos.

For all rail booking enquiries please contact the Business Operations Manager – RailCorp, on (02) 8202 2788 or email: tickets@railcorp.nsw.gov.au.

By Bus – Please see directions below.

Directions

Handy hint: Remember to take this pack with you for driving directions and our phone numbers.

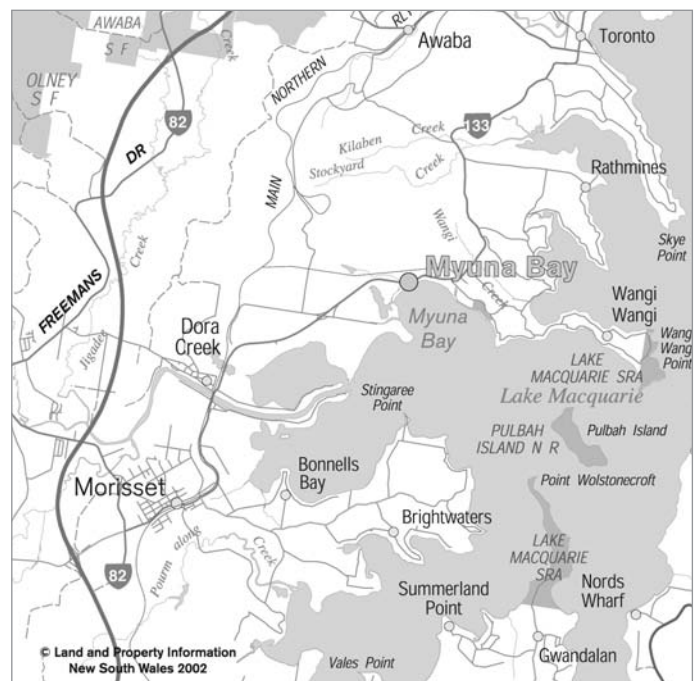
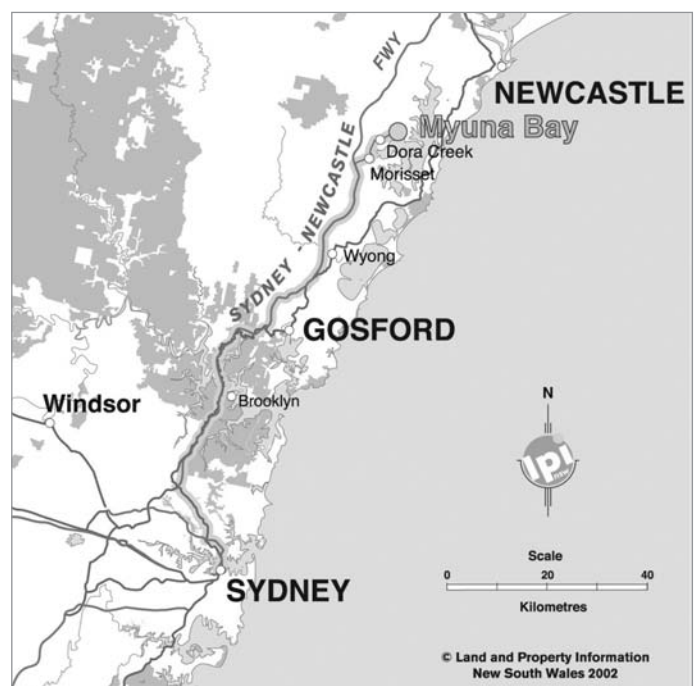
Myuna Bay Sport and Recreation Centre is located on the shores of Lake Macquarie, about 90 minutes drive north of Sydney and 40 minutes south of Newcastle.

How to get to Myuna Bay from Sydney

- Follow the F3 freeway north to the Morisset/Cooranbong exit.
- Turn right and continue through Morisset and past Dora Creek.
- The Centre is approximately 12 kilometres from the freeway on the right hand side of the road.

How to get to Myuna Bay from Newcastle

- Follow the F3 freeway south and take the Morisset exit.
- Continue through Morisset and past Dora Creek.
- The Centre is approximately 12 kilometres from the freeway on the right hand side of the road.



Getting the most out of camp

Behaviour management and camp rules

We want everyone to have a positive camp experience, so it's important that students and teachers are aware of camp rules and standards of behaviour. These will be explained to campers on arrival.

The responsibility and discipline of students is shared jointly between Centre staff, teachers and supervising adults. As primary care givers, you will be consulted on all disciplinary actions, as you know each student's history and can decide the most appropriate course of action.

We don't recommend removing students from a session as a form of punishment. Instead, we recommend asking them to stand aside for five minutes to think about the effect of their behaviour. In our experience, taking away free time and allocating appropriate tasks are more effective disciplinary actions.

Students whose behaviour causes distress or danger to themselves or others may be excluded from some activities and their parents may be informed. Extreme or persistently negative behaviour will result in the student being sent home.

If you are bringing students with severe emotional or behavioural problems, please advise Centre staff at least two weeks before camp so we can make appropriate arrangements.

Feedback

Your feedback about your camp experience is very important to us. We value any advice or comments you have that will help improve the camp experience for teachers and students alike. Please fill out the feedback survey and let us know what you think.





Staying in touch at camp

Parents

Parents can mail, fax or email their child at camp, marking their child's name and school on all communications. We do not encourage phone calls.

Myuna Bay Sport and Recreation Centre
PO Box 5037, Dora Creek NSW 2264
Tel: (02) 4973 3301
Fax: (02) 4970 5014
Email: myuna.bay@communities.nsw.gov.au

Accidents or emergencies

In case of emergencies, parents can contact the Centre on (02) 4973 3301 from 8.30am to 4.30pm, Monday to Friday.

Teachers

Teachers' families can get in touch with them by contacting the office during business hours or leaving a message after hours. The Centre has good mobile reception for most carriers, however there is no internet access.

Rail concession voucher



Sport and Recreation
 6 Figtree Drive
 Sydney Olympic Park NSW 2127
 Phone (02) 9006 3700

To CityRail,

_____ (name of school) will be visiting Myuna Bay Sport and Recreation

Centre for the period _____ to _____ and is entitled to tickets at

the concession fare as shown in the Passenger Fares and Coaching Rates Book.

Number of students: _____

Number of attending adults (instructional staff): _____

Students 16 years and over without a Senior Secondary Student Transport Concession Card and attending adults escorting students are eligible to travel for **HALF ORDINARY ADULT FARE**.

Students under 16 years, and those over 16 years in possession of a Senior Secondary Student Transport Concession Card with the CityRail security foil or bitmap image are eligible to travel for **QUARTER ORDINARY ADULT FARE**.

Forward journey: _____ to Morisset station

Return journey: Morisset station to _____

Program Coordinator
 Myuna Bay Sport and Recreation Centre for
 Chief Executive Officer, Office of Communities

No of tickets issued: _____ Date: _____

Office use only

Amount collected: _____	Clerk: _____
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Any person who tenders any certificate or application for a concession ticket, or a reduction in fare, containing any incorrect or misleading statement respecting the age or the occupation of the person therein named, or respecting any other matter on which the charge of the ticket is dependent, shall be liable to a penalty not exceeding \$20.

Complete this form and take it to your nearest CityRail station with full payment (cheque, credit card, eftpos) to receive your subsidised tickets.



Medical and consent form – Adult

Complete form in BLOCK LETTERS

Participant details

First name	Last name	<input type="checkbox"/> Male	Date of birth
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Female	<input type="text"/> / <input type="text"/> / <input type="text"/>
Postal address			Postcode
<input type="text"/>			<input type="text"/>
Email	Sport and Recreation customer no.		
<input type="text"/>	<input type="text"/>		
Home phone	Mobile phone	Work phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Program details

Group booking name	Venue	Date from	Date to
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Medical information

Do you have any conditions such as allergies, diabetes, epilepsy, asthma (provide asthma plan), a current illness, a disability/chronic illness, pregnancy? Yes No

If yes, please give details

<p>-----</p> <p>-----</p>

Medicare number	Valid to	Position number on Medicare card
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>
Next of Kin name	Next of Kin phone contact number	
<input type="text"/>	<input type="text"/>	

Special requirements and dietary needs

Please identify any special needs or requirements eg. diet, wheelchair access etc.

<p>-----</p> <p>-----</p> <p>-----</p>
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Optional information

Are you of Aboriginal or Torres Strait Islander descent? (for statistical purposes only)

Yes No

Are you or your parents from a Non-English speaking background?

(for statistical purposes only) Yes No

Medical and consent form – Adult

Optional information

Health care card number

Pharmaceutical benefits concession card

Pensioner health benefits card

Private health insurance fund

Number

Do you have ambulance cover? Yes No

Privacy statement

The Department of Education and Communities of 6 Figtree Drive, Sydney Olympic Park, NSW 2127 will collect and store the information you voluntarily provide to enable processing of enrolments for the program. The information will be provided to relevant staff and be provided to medical professionals where necessary. You consent to these disclosures. If you have been asked for information regarding Aboriginal and Torres Strait Islander descent and cultural background, this information is voluntary and is being compiled for statistical purposes only. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. Any information provided by you to the Department of Education and Communities can be accessed by you during standard office hours and updated by writing to us or by contacting us on 13 13 02.

I do not wish to receive promotional information about this service offered by Sport and Recreation.

Risk warning and media consent

a) Strike out whichever does not apply:

I agree to attend the Centre and to undertake all activities and/or to participate in the above program. In the case of an emergency, I authorise the Department of Education and Communities, Sport and Recreation staff, where it is impracticable to communicate with me, to arrange for me to receive such medical or surgical treatment as may be deemed necessary. I also undertake to pay or reimburse costs which may be incurred for medical attention, ambulance transport and drugs while I am attending the Centre/enrolled in the program.

I understand that although the Department of Education and Communities, Sport and Recreation and its service providers attempt to minimise any risk of personal injury within practical boundaries, accidents do happen and all physical activities carry the risk of personal injury. I acknowledge that there is an inherent risk of personal injury in physical activities that will be undertaken at the Centre/as part of the program and I accept that risk.

b) Please tick whichever applies to you:

I consent / I do not consent to allow the NSW Government to use any photograph, sound and film recordings taken of myself at this program for the promotion of NSW Government services and initiatives to the media and to the general public.

Name (print)

Signature

Date

 / /

Returning this form

Please return this form to the coordinator of your Sport and Recreation program.

For more information call

13 13 02 or visit **www.dsr.nsw.gov.au**

SR5140 Version 3 – September 2011



**Office of
Communities**
Sport & Recreation

Medication sheet

School

Name		Breakfast 7.30am							Lunch 12pm							Dinner 5pm							Supper 8.30pm																				
Date of Birth		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat							

General terms and conditions for schools

1 Definitions

'Activities' means any recreational activities taking place at the Centre and run by the Centre not including Free Time;

'Authority' means any government, statutory, public or other authority or body having jurisdiction over the Centre and/or the Equipment or any person, matter or thing relating to the Centre;

'Booking' means a request for accommodation, Activities and other Services to be provided by the Centre received from a School;

'Confirmed Booking' has the meaning outlined in clause 5.5

'Centre' means a Sport and Recreation Centre run by the Department of Education and Communities

'Centre Manager' means the general manager of a Centre;

'Claim' means any claim, demand, remedy, suit, injury, damage, loss, Cost, liability, action, proceeding, right of action, claim for compensation and claim for abatement;

'Commencement Date' means the School's date of arrival in accordance with the Booking;

'Cost' includes any cost, charge, expense, payment or other expenditure of any nature (whether direct, indirect or consequential and whether accrued or paid);

'Departure Date' means the School's date of departure;

'Equipment' includes all fixtures, fittings, furniture, appliances, crockery, cutlery, glassware, cooking utensils and things supplied by the Centre or owned by the Centre or otherwise owned or supplied by the Centre as part of the Stay in consideration of the Fee;

'Facilitator' means an organisation arranging Bookings for Schools;

'Fee' means the total amount due to the Centre for the provision of Activities and Services, inclusive of taxes and damages as outlined in clause 15(b);

'Free Time' means time during which the Students are not engaged in any Activities;

'Government' means the Government of New South Wales;

'Persons under the School's Control' includes Students and the School's employees and other occupiers claiming by through or under the School and any other person in or about the Centre at any time at the request or invitation of or under the control or direction of the School or the School's employees and where the context permits any of them;

'Security Deposit' means 10% of the total Fee or \$1,000 whichever is less;

'School' means an educational establishment providing full-time education and includes Persons under the School's Control and Facilitators;

'Services' means services provided by the Centre including but not limited to the provision of accommodation, food and beverages;

'Stay' means the duration of the School's stay pursuant to the Confirmed Booking;

'Student' means a person who is in full-time education up to and including year 12.

'Website' means www.dsr.nsw.gov.au

2 Terms and conditions of contract

2.1 This document sets out the terms and conditions upon which the School and the Centre contract for the provision of Services and Activities. Please refer to clause 5.5 for further information.

3 School Groups

3.1 The Centre accepts school groups of 20 Students or more. Groups of less than 20 Students may be accepted at the Centre's discretion.

4 Accompanying Teachers and/or Accompanying Adult Supervisors

- 4.1 The School must ensure:
- a minimum Student/teacher and/or accompanying adult supervisor ratio of one teacher or accompanying adult supervisor for every 20 Students;
 - a sufficient number of male/female teachers and/or accompanying adult supervisors to ensure appropriate cabin/room supervision.
- 4.2 For every 20 Students, one accompanying teacher and/or adult supervisor responsible for these Students shall be entitled to free accommodation and meals.
- 4.3 The School may at the discretion of the Centre Manager bring additional accompanying teachers and/or accompanying adult supervisors to the Centre. Each additional accompanying teacher and/or adult supervisor may, at the Centre's discretion, be entitled to:
- subsidised accommodation; and
 - subsidised meals.

5 Bookings and Security Deposit

- 5.1 Any Booking must be received by the Centre in writing and signed by both the organising teacher and the school principal. In the event of a Booking being made by a Facilitator, it must be signed by a person with authority to contract on the Facilitator's behalf.
- 5.2 If the date(s) requested in the Booking are available, the Centre will reserve the date(s) as a tentative booking and a tax invoice for the Security Deposit will be issued to the school that made the Booking.
- 5.3 The invoice for the Security Deposit must be paid within 21 days from the date of issue. No other invoice or statement will be issued for the Security Deposit. If the invoice is not paid within 21 days the tentative booking will be removed and the requested dates will be made available for other bookings.
- 5.4 If the Booking is made 21 days or less before the Commencement Date the Security Deposit must be paid immediately and the Booking will remain a tentative booking until the Security Deposit is received by the Centre in clear funds.
- 5.5 The tentative booking will become a Confirmed Booking at the time the Centre has received the Security Deposit in clear funds. At the time the tentative booking becomes a Confirmed Booking a contract will be established between the parties and the parties will be bound to these General Terms and Conditions for Schools.
- 5.6 If the Security Deposit has not been received by the Centre in clear funds, the Centre is entitled to cancel the Booking immediately, at any time, in its sole discretion.

6 Variations to Bookings

6.1 Prior to the date being three months before the Commencement Date, the number of Students, teachers and/or accompanying adult supervisors must be confirmed by the

school and received in writing by the Centre. If a written confirmation is not received by the Centre, prior to the date being three months before the Commencement Date, the Centre will apply the number of Students, teachers and/or accompanying adult supervisors as outlined in the Booking.

- 6.2 If a Booking is made within the three month period prior to the Commencement Date, the number of Students, teachers and/or accompanying adult supervisors is confirmed as being the number outlined in the Booking.
- 6.3 The Centre will endeavour to accommodate any increase in the total number of Students, accompanying teachers and/or accompanying adult supervisors subject to availability of spaces.
- 6.4 Within the three month period prior to the Commencement Date, if there is a reduction in the number of Students in excess of 10% of the confirmed number, as outlined in 6.1 and 6.2 above, the School will incur a cancellation fee as set out in clause 11.2.

7 Cancelling Bookings

7.1 If the Confirmed Booking is cancelled in its entirety, the School will incur a cancellation fee as set out in clause 11.3. The cancellation fee may be reduced or waived at the discretion of the Centre Manager as set out in 11.1 (b).

8 Summary of information to be provided by the School

- 8.1 The School shall provide the Centre with the following information:
- Three (3) months prior to the Commencement Date the School must provide the Centre with written confirmation of their total participant numbers. – see clauses 6.1, 6.2 and for further information.
 - Three (3) weeks prior to the Commencement Date the School must provide the Centre with an email that attaches the completed Participant Summary File, to the Centre.
 - Fourteen (14) days prior to the Commencement Date the Centre must receive the following information:
 - completed Medical & Consent form – Child for each participating student;
 - completed Medical & Consent form – Adult for each accompanying adult supervisor.

Please refer to the Website to obtain a copy of the Participant Summary File and Medical and Consent forms.

- 8.2 The Centre shall have the right to deny access to the Centre to any person in respect of whom this information has not been supplied.
- 8.3 If the Centre denies access to a Student in accordance with clause 8.2, the School agrees that it is responsible for the supervision and safety of any such Student.

9 Activities

- 9.1 Subject to clause 9.2 all Activities will be supervised and instructed by Centre Staff, school staff or contractors engaged by the Centre.
- 9.2 School staff are not permitted to provide instruction in relation to any Activity unless prior permission by the Centre Manager has been granted. Any instruction by School staff will be carried out at the School's sole risk and the Centre and the Government accept no liability whatsoever in relation to the instruction. Permission for School staff to instruct may be withheld at the Centre Manager's discretion.
- 9.3 In making his or her decision, the Centre Manager may request any information in relation to the proposed School instructor from the School he or she deems relevant. This information may include but is not limited to qualifications and experience of the School staff.
- 9.4 Any decision of the Centre Manager in accordance with clauses 9.2 and 9.3 shall be final and not subject to review.

10 Payments

- 10.1 On or after the Departure Date, the Centre will send a tax invoice to the School, showing the amount of deposit paid and the balance of the Fee.
- 10.2 The invoice referred to at 10.1 must be paid within 21 days from the invoice date. ,
- 10.3 All payments must be effected by School cheque or electronic transfer.
- 10.4 Payment must be effected in a maximum of two instalments:
- Deposit; and/or
 - balance of Fee.

11 Cancellation of Booking

- 11.1 Cancellation of a Confirmed Booking by School
- If the School cancels a Confirmed Booking for any reason whatsoever, it will forfeit any Security Deposit paid in respect of that Booking. In addition, a cancellation fee as set out in clause 11.3 may be payable by the School for the Fee due as at the time the cancellation is made. For the avoidance of doubt, the Fee to be applied will be calculated as follows:
 - if the School has not provided the Centre with the written confirmation of numbers as outlined in Clause 8.1(a), the Fee will be calculated by applying the number of students outlined in the Booking.
 - If the school has provided the Centre with the written confirmation of numbers as outlined in Clause 8.1(a), the Fee will be calculated by applying the number of students outlined in the written confirmation.
 - In extenuating circumstances or if the cancelled booking has been filled by another School the Centre Manager may, in his/her sole discretion, agree to reduce or waive the cancellation fee.
 - Any cancellation must be in writing and received by the Centre at the address set out in the tax invoice.
- 11.2 Variation to the Confirmed Booking by School
- If within the three month period prior to the Commencement Date the School makes a variation to the Confirmed Booking which results in a reduction in the confirmed number of Students, as outlined in clauses 6.1 and 6.2, in excess of 10%, the School will still be required to pay the Centre 90% of the Fee applicable to the confirmed number of students. For the avoidance of doubt, this means that if, for example, the school confirms that 100 students will be attending and within three months of the Commencement

Date, it varies that number to 70 students then the school will still be required to pay the full fee for 90 students. In extenuating circumstances the Centre Manager or Program Coordinator may, in his/her sole discretion, agree to reduce or waive this type of cancellation fee.

- 11.3 Cancellation fee applicable to a Confirmed Booking
The cancellation fees set out in the table below will apply if a Confirmed Booking is cancelled in its entirety. If this is the case, the percentage cancellation fee will be applied to the total Fee.

Booking cancellation (Number of days prior to commencement date)	Cancellation fee (% of total Fee per User)
181 days and over	Deposit only
121 days to 180 days	25% of Fee
61 – 120 days	50% of Fee
31 – 60 days	75% of Fee
Up to 30 days	100% of Fee

12 School's use of the Centre

- 12.1 At the time of there being a Confirmed Booking, the School will be permitted to use and/or occupy the Centre and/or use the Equipment and/or be provided with Activities during the Stay as set out in the Booking and/or the program description.
- 12.2 This Agreement terminates on the earlier of:
(a) the Departure Date; or
(b) the date on which this Agreement is terminated in accordance with these terms and conditions.
- 12.3 Any right of the School to use and/or occupy the Centre and/or use the Equipment terminates at the end of the last day of the School's Stay unless it is terminated prior in accordance with clauses 18 and 19.

13 General Conditions of Use

- 13.1 The Department's Centres are used by people of all ages and from all backgrounds. Schools must ensure that the behaviour of Persons under the School's Control is not offensive to other Centre users.
- 13.2 The School must use and/or occupy the Centre and/or use the Equipment solely as agreed with the Centre and for no other purpose.
- 13.3 The School may enter the Centre only during the Centre's opening hours or as otherwise agreed by the Centre Manager.
- 13.4 The School will carry out all activities in or on the Centre in a responsible, proper and orderly manner and will not permit or suffer to be done in or about the Centre any act, matter or thing which may injure or tend to injure the reputation of the Centre or the Government.

14 School's Obligations

- 14.1 Restrictions
The School must not:
(a) permit a hazardous, immoral, noxious, offence or unlawful thing in the Centre including causing any annoyance, nuisance, damage or injury to or unlawful interference with any person or property;
(b) permit teachers and/or adults who have primary care responsibility to consume any alcohol;
(c) carry out any activity that is defamatory to any person or organisation;
(d) permit any of the Equipment supplied by the Centre to be removed from the Centre;
(e) permit any alcohol to be brought into licensed areas of the Centre;¹ and
(f) record images of persons unaffiliated to the School, unless their written consent has been obtained and, in the case of minors, the consent of their legal guardians.
- 14.2 Requirements
The School must:
(a) comply with all applicable legislation and all requests by the Centre in connection with the Confirmed Booking;
(b) where smoking is permitted under the School's policy, only smoke in designated areas;
(c) subject to 14.1(b) where consumption of alcohol is permitted under the School's policy, alcohol must be consumed responsibly;
(d) if necessary obtain at its own expense all relevant Authority permits, licences, consents and approvals which are required for:
(i) the School's intended use of the Centre and/or Equipment and/or any other thing used; and/or
(ii) any person using and/or operating any such Equipment or thing, in connection with the Activities carried out in, on or near the Centre.
(e) give the Centre a copy of each notice concerning the School's use of the Centre that it receives under any legislation or from any Authority; and
(f) give the Centre prompt notice on becoming aware of any defect or damage to the Centre and/or Equipment or any other property, or injury or death of any person on or near the Centre.

¹Jindabyne Sport and Recreation Centre and Sydney Academy of Sport and Recreation only.

15 Duty to reimburse Centre for damage/loss

- The School must:
(a) leave the Centre and/or the Equipment in a tidy, safe and proper condition and to the reasonable satisfaction of the Centre; and
(b) at the Centre's reasonable demand pay for any damage to the Centre and/or Equipment or other items supplied by the Centre which at any time during the Stay may be found to be missing or damaged beyond repair or destroyed, and any replacement will immediately become the property of the Centre.

16 Provision of Staff Services/Group Sizes

- 16.1 The Centre may provide additional staff services (eg additional supervisors) to the School upon written request by the School, at a fee determinable by the Centre in its absolute discretion. The fee for the provision of such services must be paid to the Centre at a time and in a manner specified by the Centre.
- 16.2 The instructor/student ratio for Activities is generally 1:32.

17 Child Protection

- 17.1 The School warrants that it is aware of its obligations under NSW Child Protection Legislation and specifically the *Commission for Children and Young People Act 1998* and that it will comply with the obligations imposed in all respects.

18 Termination

- 18.1 If for any reason whatsoever the Centre is not able to accommodate the School, it may terminate the Confirmed Booking prior to the Commencement Date by giving the School one (1) week's written notice.
- 18.2 If the Confirmed Booking is terminated under clause 18.1:
(a) the School will be reimbursed any Deposit or Fee paid; or
(b) the Centre will endeavour to place the School at another Centre which has a sufficient number of places available

19 Default

- 19.1 If the School breaches any of the terms of these General Terms and Conditions for Schools, the Centre may issue a written notice of default giving particulars of the School's conduct giving rise to the default.
- 19.2 If the School does not remedy its default immediately on the date of the written notice of default, the Centre may terminate the Confirmed Booking by giving the School one (1) day's notice in writing.
- 19.3 In the event the Centre considers there to be a serious breach of these General Terms and Conditions for Schools by the School, including but not limited to breach of clause 14.2(a), the Centre may, in its sole discretion, terminate the Confirmed Booking with immediate effect.
- 19.4 If the Confirmed Booking is terminated pursuant to this clause 19, any Security Deposit or Fee that would have been payable by the School but for the termination will remain payable and will become due as if the breach and subsequent termination had not occurred.

20 Insurance

- 20.1 Insurance Policy
(a) The School must keep current during the Stay:
(i) adequate occurrence based public liability insurance;
(ii) worker's compensation insurance;
(iii) insurance against any other risk the Centre may reasonably require.
(b) The School's insurance cover specified in (a) above must include cover for any accompanying adults or other volunteers brought to the Centre by the School;
(c) The School must pay all premiums and other money payable in respect of any policy whenever they are due and payable.
(d) In respect of any policy of insurance to be effected by the School under this clause 20, whenever required by the Centre, the School must give to the Centre a copy of the insurance policy and certificate of currency.
- 20.2 Effect on Centre's Insurances
The School must not do anything to or on or in the Centre or on or to the Equipment which will or may prejudice any insurance policy of the Centre.

21 Liability

- 21.1 Save in the event and to the extent of the Centre's negligence, the Centre, Government and their servants and agents will not be liable for any loss the School or any Person under the School's Control occupying and/or using the Centre and/or the Equipment and/or engaging in any Activities whether at the Centre or elsewhere may incur or any Claim the School or those persons may make in respect of or which arises as a result of or in connection with the Stay.
- 21.2 Indemnities
Save in the event and to the extent a Claim arises as a result of any wilful or negligent act or omission or any breach of these General Terms and Conditions for Schools by the Centre, the School shall indemnify and keep indemnified the Centre and the Government from and against all Claims whatsoever and whenever brought, prosecuted or made against the Centre for which the Centre or the Government of will or may be or become liable including before, during or after, or arising from or as a result of, the Stay.

22 Cost

- 22.1 The School must on demand reimburse the Centre for and keep the Centre indemnified against all expenses including Cost and disbursements incurred by the Centre in connection with the enforcement, attempted enforcement or preservation of any rights of the Centre under these terms and conditions and all fines and penalties payable in respect of or in connection with these terms and conditions or any variation of these terms and conditions.

23 Changes, Responsibility and Further Conditions

- 23.1 Any information in respect of goods and services offered, including but not limited to prices, is subject to alteration or withdrawal without notice and the Centre reserves the right to alter, amend, cancel all or any arrangements, including pricing, accommodation, tours and/or packages until a Security Deposit as set out in clause 5.3 has been received.
- 23.2 The Centre shall not be liable or responsible for any failure in the performance of its obligations if such failure is caused by a cause beyond its reasonable control including but not limited to Government restrictions, riots, civil commotion, wars, insurrections, floods and fires and will not require the School to make payment for the Fee in respect of the service or part of the service it was prevented from performing.
- 23.3 Regardless of clause 23.2, unfavourable weather conditions do not constitute a failure of the Centre to fulfil its obligations and do not entitle the School to any refund.

24 General

- 24.1 Notices
24.1.1 Any notice given in connection with these terms and conditions must be in writing and may be left at; sent by facsimile; or sent by pre-paid security post and addressed to a party at:
(a) its registered office; or
(b) its principal place of residence; or
(c) its business for the time being; or
(d) such other address as may be notified for the purpose of the service of notices or sent by email to an employee of the Centre.
- 24.1.2 A notice is deemed to have been given:
(a) on the date on which it is left;
(b) in the case of a notice being sent by facsimile, at the time of dispatch; and
(c) in the case of a notice being sent by post, three (3) Business days after the day of posting
(d) in the case of an email, at the time the email is received by the Centre's employee.
- 24.2 No Waiver
Failure or omission by the Centre at any time to enforce or require strict or timely compliance with any provision of these terms and conditions will not affect or impair the Centre's right to avail itself of any remedy it may have in respect of any breach of these terms and conditions.

Description of activities

Activity	Years suitable for	Description
At-height		
Abseiling – artificial wall	Year 5 and above	A challenging harness activity requiring participants to make a controlled descent of a vertical/or near-vertical wall using ropes and a harness. This activity places a high demand on an individual's physical skills and emotions. It is suggested that participants engage in at least one other 'at height' activity prior to participating in abseiling in order for them to be familiar with the technical requirements of the activity.
Challenge ropes course	Year 5 and above	A series of wire rope traverses conducted at heights ranging from 3 - 10 metres above the ground. Participants are attached to the overhead wires on the course by safety lines that are attached to their harness. A high demand is placed upon an individual's physical skills and emotions as they are required to make strategic decisions about the placement of the safety lines while moving around the course. Participants work closely with a 'buddy' to support them and to assess and minimise risk whilst participating.
Climbing wall	Year 2 and above	Participants scale a vertical (or near-vertical) wall using artificial climbing holds of different shapes and sizes. Participants, attached via a harness and belay system, can choose the height to which they participate. Concepts of team work are taught with peers working together to maintain the belay system and encourage one another.
Flying Fox	Year 5 and above	A fun individual activity where a participant climbs to height and, then attached by a harness, travels along a steel cable which lowers them closer to the ground.
Giant swing	Year 2 and above	An at-height activity that builds on trust and team work concepts. Participants are attached by their harness and hauled by peers to a height of their choice (maximum height is 5m) before pulling the release cord and swinging on a pendulum axis.
Low Ropes Activities	Year 2 and above	A series of cables and ropes suspended approximately 60cm above the ground. This activity requires two or more peers to work in unison to support and spot a single participant to traverse across each element of the course.
Aquatic		
Canoeing	Year 2 and above	A fun team experience where participants are taught the concepts and basic techniques behind flat water canoeing, including how to manoeuvre and control the canoe using a single bladed paddle. Canoes typically require three people to manoeuvre them in the water.
Kayaking	Year 2 and above	A fun water experience where participants are taught the concepts and basic techniques behind flat water kayaking, including how to manoeuvre and control the kayak using a double bladed paddle. Dependent on design a kayak may require one or two participants to manoeuvre them in the water.
Raft building	Year 5 and above	An initiative activity on water. Participants are typically required to work with a team to design and construct a vessel out of items supplied.
Sailing	Year 5 and above	A fun recreational activity including instruction in rigging, sailing techniques and safety procedures. Participants also have plenty of opportunity to practice their new skill. This activity is available in terms 1 and 4 and is weather dependent.
Bush		
Bushwalking	Year 2 and above	An activity which encourages participants to engage with their natural surroundings. It includes information on the surrounding native fauna and flora as well as the history of the local area.
Cookout	Year 3 and above	Often taking place with a bushwalk or a bivouac activity, participants are provided with guidelines on how to safely prepare a meal over an open fire.
Rogaining	Year 3 and above	A fun introduction to map reading and navigation without the use of compasses, testing participant's observation skills and awareness of their surrounds.

Activity	Years suitable for	Description
Recreation		
Archery	Year 2 and above	Participants are introduced to the correct techniques and safety procedures of archery, the practice of using a recurve bow held to shoot arrows at a static target.
BMX Bikes	Year 4 and above	A great introductory or intermediate bike skills activity. Participants learn about road rules, riding techniques, bike maintenance and safety.
Fishing	Year 2 and above	Participants learn about the local marine life and fishing techniques with plenty of time to practice their skills.
Indigenous games and boomerangs	Year 2 and above	An activity providing an opportunity for participants to learn about, appreciate and experience aspects of Indigenous games, sports and culture.
Initiatives	Year 2 and above	A series of fun, cooperative, challenging activities in which a group of participants are confronted with a specific problem to solve. These activities are usually non-competitive and are perfect for groups to develop teamwork and interaction skills.
Pool games	Year 2 and above	An activity that provides participants with the opportunity to enjoy group games and activities in the Centres swimming pool. Available only in the summer months.

Information for parents

Getting ready for camp

New skills, new friends and new experiences – school camp should be an exciting adventure. This information pack has been designed to help you prepare your child (and you) for a stress-free and enjoyable camp experience at Myuna Bay Sport and Recreation Centre.

We have tried to cover all the questions you might have, but if you have a specific query that's not covered here please contact our friendly staff on 13 13 02 or visit www.dsr.nsw.gov.au

Packing checklist:

- Shorts and t-shirts (no singlets, sleeveless or midriff tops)
- Jeans
- Jumpers and tracksuit pants
- Socks and underwear
- Raincoat
- Pyjamas
- Swimming costume and rash shirt
- Sunscreen, sunhat and sunglasses
- Toiletries, including soap (no aerosols)
- Two towels
- Pillowcase, sleeping bag / doona, and sheets (single bed)
- Day-backpack
- Insect repellent (no aerosols)
- Lip balm
- Two pairs of sneakers (one old pair to wear in the water)
- Paper, pens or pencils
- Plastic bags for dirty or wet clothes
- Medications (if required)
- Handkerchief or tissues
- Water bottle.

Optional: camera, stamped envelope for writing a letter, souvenir money.

Handy hint: Please label clothing, towels and sleeping bag with your child's name. The Centre provides pillows only, you will need to supply a sleeping bag or doona.

What not to bring to camp:

- Aerosol cans (eg. spray on deodorant or insect repellent)
- Thongs, Ugg boots or slippers (these cannot be worn around the Centre or on activities)
- Radios or MP3 players

- Computer/video games
- Mobile phones
- Lollies or chewing gum
- Jewellery
- Anything valuable.

Please note that drugs, cigarettes and alcohol are not allowed at camp and campers found using or in possession of these items may be removed from the Centre. Illegal drugs will be reported to the Police immediately.

Luggage

One travelling case/bag and a sleeping bag is allowed per child and should be clearly marked with your child's name, address and phone number. Remember, your child will have to carry their luggage, so make sure it's not too big or too heavy.

Handy hint: Pack items needed on the trip in a smaller, lighter bag.

Medical information

The information you provide on the **Medical and consent form – Child** helps us to look after your child's health needs at camp. If your child has an injury, pre-existing condition, special dietary needs or is on prescription medicines, please provide full details on this form.

Your child should bring enough medication for the duration of their stay. All medicines should be in original packaging and clearly marked with your child's name, together with instructions on the prescribed dosage and frequency. You should discuss this with your child's teacher, who will be responsible for making sure your child takes their medication.

Bed wetting

If your child is prone to bed wetting, please let the school or Centre staff know beforehand, so staff can deal with the situation in a discreet and caring manner. Laundry facilities are available, please provide a waterproof mattress protector if required.

Asthma

If your child has been diagnosed by a doctor as having asthma, it's essential that you provide an asthma management plan so staff are aware of what action to take in the event of an attack. A copy of the Asthma Action Plan can be downloaded from www.asthmansw.org.au. Children with asthma should bring their own peak flow meters and keep their inhalers with them at all times.

Handy hint: Please make sure you put all important medical information on the Medical and consent form.

Money and valuables

You might want to provide your child with some spending money so they can buy some camp souvenirs. Students may also need to buy meals on the forward and return journeys. We suggest that spending money is limited to \$20 or \$30 and is provided in a sealed envelope with your child's name on it.

Souvenirs

Prices and availability may vary.

Pencil	\$1
Tote bag	\$2
Pen	\$2
Ruler	\$2.50
Frisbee	\$3
Drink holder	\$5
Water bottle	\$5
Wallet	\$5
Boomerang	\$6
Travel mug	\$8
Beanie	\$10
Bucket hat	\$10
Cap	\$10
T-shirt	\$10

Creature comforts

Accommodation

Students will stay in comfortable rooms, with male and female students accommodated separately. A teacher from your child's school will stay in a room nearby and will be responsible for student safety and behaviour overnight.

Meals

Nutritious meals are prepared by qualified catering staff in a commercial kitchen, so your child will never go hungry. If your child has any special dietary requirements or food allergies, it is very important that these are listed on the Medical and consent form. You might also like to mention these needs to your child's teacher before camp. Special diets are provided for medical conditions, religious beliefs and vegetarians/vegans.

Getting the most out of camp

Behaviour

For everyone's enjoyment of the camp, we expect a good standard of behaviour. Camp rules will be explained to students on arrival. Children who persistently ignore reasonable requests or engage in violent behaviour may be removed from the Centre.

If this happens, we will phone you or a nominated contact person to make arrangements for your child to be taken home. If we cannot make contact with anyone within 24 hours, we reserve the right to make alternative arrangements after discussion with appropriate Government agencies.

Outdoor safety

Every effort is made to ensure your child's safety and comfort while at camp. We have a sun protection policy that supports wearing hats and sunscreen and altering programs to minimise sun exposure during the hottest part of the day. Personal flotation devices (life jackets) supplied by us and covered shoes must be worn when participating in all water sports, except for swimming.

Handy hint: Encourage your kids to wear sunscreen all year round.

Staying in touch at camp

Camp contact details

Myuna Bay is about one and a half hour's drive north of Sydney and a 40 minute drive south of Newcastle.

You are welcome to get in touch with your child by mail, email or fax while at camp. Please make sure you mark your child's name and school clearly on any communication.

Children are not encouraged to phone home, as it can contribute to homesickness.

Myuna Bay Sport and Recreation Centre

Po Box 5037 Dora Creek NSW 2264

Fax: (02) 4970 5014

Email: myuna.bay@communities.nsw.gov.au

Accidents or emergencies

In case of emergencies, parents can contact students on (02) 4973 3301 from 8.30am to 4.30pm, Monday to Friday.

You will be contacted if medical conditions or other serious issues arise. Sick or injured campers are usually taken to closest medical centre or hospital for assessment by a doctor if necessary.

Thinking about a family break or what to do for your kids during the holidays? Our 11 Sport and Recreation Centres across NSW offer Kids' Camps and Family Camps that are fun and great value. It's the perfect way to enjoy an outdoor adventure, try out new activities and have a go at old favourites. Find out more by calling 13 13 02 or visit www.dsr.nsw.gov.au

Medical and consent form – Child

Participant details

First name Last name Male Female Date of birth / /

School name Year group

Postal address Postcode

Program details

Program number (if known) Centre name Date from / / Date to / /

Parent/guardian contact details

First name Last name

Postal address Postcode

Home phone Email

Mobile phone Work phone Fax number

Relationship to participant
 Parent Guardian Grandparent Family member

Further information

Is the child of Aboriginal or Torres Strait Islander descent? (For statistical purposes only) Yes No

Are one/both the parents from a culturally or linguistically diverse background or community? (For statistical purposes only) Yes No

Health details and related information

Does the participant suffer from the following? (if yes to one or more, please attach details as required)

A current illness (e.g. flu) A disability/chronic illness Any allergic condition Asthma (provide asthma plan) Bed wetting

Attention deficit disorder (ADD/ADHD) Behavioural problems Diabetes Epilepsy Sleep walking Skin condition

Other _____

Private health insurance fund Number

Medicare number Position on card Valid till / /

Swimming ability Strong – 50 metres unaided Average – 25 metres unaided Poor – 10 metres unaided Non-swimmer

Medical and consent form – Child

Current medication

	Time and dosage – please specify exact time of medication (attach details as required)									
	Breakfast		Lunch		Dinner		Before bed		Other	
Name	Time	Dose	Time	Dose	Time	Dose	Time	Dose	Time	Dose
e.g. Bricanyl	8am	2 puffs	12.30pm	2 puffs	6pm	2 puffs	8pm	2 puffs		

Notes: 1. Scheduled medication must be provided in the original container (as required by legislation). 2. Staff will collect, supervise and register the taking of all medication.

Special requirements and dietary needs

Please identify any special needs or requirements not listed above (eg. diet, wheelchair access etc.)

Has he/she had the Combined Diphtheria Tetanus Toxoid booster injection?

Yes No Year _____

Has he/she been immunised against measles?

Yes No Year _____

Privacy statement

The Department of Education and Communities of 6 Figtree Drive, Sydney Olympic Park, NSW 2127 will collect and store the information you voluntarily provide to enable processing of enrolments for the program. The information will be provided to relevant staff and be provided to medical professionals where necessary. You consent to these disclosures. If you have been asked for information regarding Aboriginal and Torres Strait Islander descent and cultural background, this information is voluntary and is being compiled for statistical purposes only. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected. Any information provided by you to the Department of Education and Communities can be accessed by you during standard office hours and updated by writing to us or by contacting us on 13 13 02.

I do not wish to receive promotional information about this service offered by Sport and Recreation.

Risk warning and media consent

a) Strike out whichever does not apply:

I agree for my child/ward to attend the Centre and to undertake all activities and/or to participate in the above program. In the case of an emergency, I authorise the Department of Education and Communities, Sport and Recreation staff, where it is impracticable to communicate with me, to arrange for my child/ward to receive such medical or surgical treatment as may be deemed necessary. I also undertake to pay or reimburse costs which may be incurred for medical attention, ambulance transport and drugs while my child/ward is attending the Centre/enrolled in the program.

I understand that although the Department of Education and Communities, Sport and Recreation and its service providers attempt to minimise any risk of personal injury within practical boundaries, accidents do happen and all physical activities carry the risk of personal injury. I acknowledge that there is an inherent risk of personal injury in physical activities that will be undertaken at the Centre/as part of the program and I accept that risk.

b) Please tick whichever applies to you

I consent / I do not consent to allow the NSW Government to use any photographs, sound and film recordings taken of my child/my ward at this program for the promotion of NSW Government services and initiatives to the media and to the general public.

Name (print)	Signature	Date
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px; text-align: center;">/ /</div>

Returning this form

Please return this form to the coordinator of your Sport and Recreation program.

For more information call

13 13 02 or visit **www.dsr.nsw.gov.au**