

**TEACHERS
INFORMATION BOOKLET
GROUP NAME:
DATES: 2014**

Welcome to Camp Long Beach

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- This folder will provide information necessary for your school's stay at Camp Longbeach.
 - Please read all information carefully, including the program and roster.
 - If you need any further information during your stay please ask one of the Camp Longbeach Staff.
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Contact Numbers

- The Camp CEO permanently lives on site. Barry Murchie 0428 223 312
 - Business hours phone number for Camp Long Beach 02 4472 7200
 - After hours if you need assistance contact the Director of Programs & Camp CEO
 - on 0428 223 312
 - Emergency Services Ring 000 (Ambulance, Fire, Police)
 - Any calls from outside the camp (other than your own mobile) can ring (02) 44727200 and a message will be relayed.
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CONTACT LIST

Area	Name	Number
Camp Long Beach		02 4472 7200
Director of Programs	Office	“
Camp CEO	Barry Murchie	0428 223 312
Police		000
Ambulance		000
Fire Brigade		000
Bateman's Bay Hospital		44724504
Poisons Information		131126

INFORMATION FOR VISITING TEACHERS

- Welcome to Camp Longbeach, we hope you and your students enjoy the outdoors and the program you will participate in this week.
- The Camp staff at Longbeach will ensure you and the student are aware of the activities you are doing, where they are and when and what duties you are doing.
- If at any stage you are unsure of what you are doing or where you are meant to be the entire program staff should be able to assist you.
- Please make yourself familiar with the week's program and ensure that you are on time for supervision activities etc.
- If students wish to use sporting equipment during free time it can be obtained from the Programs Director or a Staff member however all equipment must be returned at the end of free time.

TEACHERS DUTIES

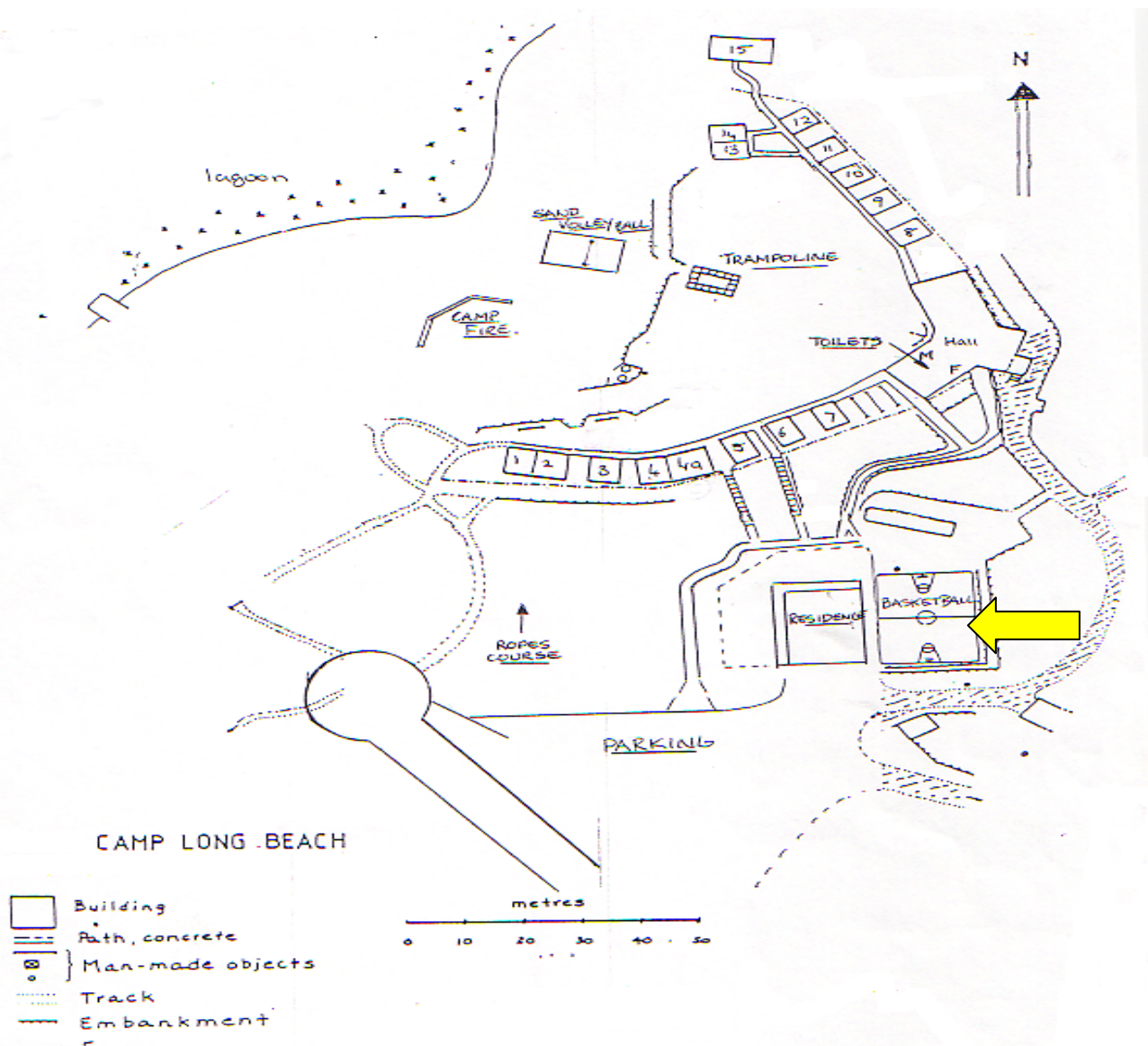
- On arrival and after a Camp Staff member has formally welcomed the group, that staff member will announce a number of requirements and rules to the group to enable a better understanding of the Camp Longbeach Site.
- A visiting Staff member will address the group and announce the Cabin allocations
- During activities the Camp and specialist staffs are there to teach the lesson so that the students can take as much from the program as possible, so we ask the teaching staff to deal with any discipline issues that may arise. Whilst administering first aid is the responsibility of the Teacher/s our staff are willing to assist.
- Each day your group will be participating in activities, and occasionally some duties. These are part of the experience, so please be in attendance along with the students, as your active participation is vital to the smooth running of the program.
- During free time school staff, are expected to roster supervision of students at all times.
- School staffs are responsible to send the students to bed and supervise whilst they are asleep.

CAMP LONGBEACH EMERGENCY PROCEDURES

- In the event of a fire, medical or other emergency, the first responsibility of the visiting staff is to the children under their care at the camp.

FIRE

- Students and staff will be alerted of the situation.
- Students and staff will make their way to the basketball court and assemble in their cabin groups.
- Check rolls that all children are present.
- If there are students out of camp alert program staff of situation and call roll.
- Stay with group at the car park and await further instruction from Longbeach Staff.
- If a student is the first to spot a fire they are to notify an adult immediately and that adult to alarm other campers and the Camp Director.



DURING PROGRAMS COMMUNICATIONS WILL BE AS FOLLOWS:

- Team Leaders or program instructors will have mobile phones and when in range can call the program director as required on his mobile number.
- The Director of Programs will visit various sites and program areas throughout each day.
- At all over night programs an emergency vehicle will be on site.

FIRST AID AND ACCIDENT PROCEDURES

All Camp First Aid Offices will be indicated on contact sheet.

In Camp

- Teaching staff to administer first aid with the assistance of other Long beach staff and teaching staff.

Off Camp Site

- In the event of first aid being required to a student during the program, if it is during a specialist activity the program leader will administer the first aid as required. With assistance from other Longbeach staff or teaching staff.
- In all cases secure and stabilise patient, decide if secondary aid is required, commence contact as necessary and relay:
 - Assistance required
 - Patient Details
 - Location
 - Any other information that may assist
- As soon as possible inform the Director of Programs of situation, at this point the program director will assume control.
- Resume program as appropriate.
- If student has suffered head injury then they must be seen by a medical practitioner.
- **Emergency Services Phone No.**
 - Batemans Bay Hospital (Ph) 44724504
 - Ambulance (Ph) 000
 - Program Director (M)0428223312
(Office) 44727200
- School Staff Coordinator will have medical forms for all students. School staff responsible for a group of students will have a copy of medical forms for each student in their group.
- In the event of an injury or accident a detailed report is to be made to the program director by staff as soon as possible.

Other Emergency Procedures

- If a student is not going to be with group for their program whether they are on site or off site the Camp Director needs to be made aware of the situation and where the student will be and this student/s must be supervised by school staff.

FIRST DAY PROCEDURES

- Bus will arrive and pull up in top car park
- Students will unload bus and carry their bags down to the front of Cabin 5 and assemble on the grassed area. (If raining assemble under the breeze way between games room and toilets)
- Any valuables that need to be collected will be before arrival.
- Students will be given a run down of the guidelines of the camp and the camp program.
- Cabin allocations and program groups announced. **Staff to Organise cabin allocations and program groups before camp.**
- Students to take luggage to their cabin get set up and make themselves familiar with camp site.
- Group assemble for lunch
- Where possible while having lunch camp staff and teaching staff to meet for introductions and program familiarisation.
- After Lunch normal program starts.

LAST DAY PROCEDURES

- Groups wake up in the morning and pack their bags and tidy cabin and leave bags out the front of their cabins before breakfast.
- After breakfast duty groups clean up dining room, sweep and mop floors and pack up tables. Another group Vacuum carpet areas and clean up games room. Another group clean up outside areas
- Program Director will inspect camp and report any damage to teachers.
- Normal program commences
- Lunch Served
- Final thoughts and on the coach home.

A GUIDE TO BEING HAPPY AT CAMP LONGBEACH

- **Safety of Person/Property:** Camp Longbeach owners and staff cannot accept responsibility for personal injury of campers and others using the camp, or loss of property while on the Camp Site.
- **Quiet Hours:** Keep noise to a minimum after 10.00 p.m. and before 7.00 a. m.
- **Duties:** Each Day at camp groups will have a duty. The duties include Dinning room set up, Dinning room clean up, outside pick up. Individual campers are expected to keep their cabins clean.
- **Casual Visitors:** Are permitted in camp with approval of the Camp Management, between 8.00 a.m. and 10.00 p m.
- **Boundaries/Walkways.** Stay within the designated boundaries/walkways when moving around the site. Campers are not permitted behind the accommodation buildings.
- **Fires:** Please check with management before lighting any fires, be it inside or outside.
- **Flora and Fauna:** The camp is a wildlife sanctuary. All wildlife is protected. Plants may not be cut down or damaged. Do not feed or torment native animals, including possums. Keep your doors to your rooms closed after dark, so animals do not enter.
- **Chewing/Bubble Gum:** Is not permitted at the camp.
- **Small Balloons (Water Bombs)** are not permitted at the camp due to damage caused to the septic system through people incorrectly disposing of them, (ie. flushing them down the toilets or drains)
- **Damage to property:** If during the camp a students breaks or damages part of the camps property than the school will be invoiced for the cost of replacing that item (eg windows, fire equipment, doors etc)
- **Trampoline:** If you wish to use the trampoline it is one at a time, shoes off and all using the trampoline must be supervised at all times.
- **Food:** There is to no food stored or consumed inside cabin because it will keep the wild life out.

ARTICLES THE TEACHERS WILL REQUIRE FOR CAMP PROGRAM**What to bring**

- Sleeping bag
- Pillow
- Torch
- Toilet Gear
- Enough suitable camp clothes – including jumper and long pants
- 2 x Closed Footwear – eg. Sneakers or boots. Bring a second pair you don't mind getting wet.
- Swimmers
- Beach towel
- Sunscreen
- Insect repellent
- Hat
- Water bottle
- Wet weather gear

Medical / Dietary List

Teachers are required to bring along to camp a copy of the Special Dietary Requirement and Special Medical Requirements of any student attending camp under their supervision.