

CAMP CHECKLIST

REMEMBER: *“prior preparation and planning prevents poor performance.”*

INITIAL PLANNING.

1. Check that the camp deposit has been paid. Doing so secures your booking. Complete and return the Booking Form and Hire Agreement.
2. Read the department's excursion policy and procedures: <http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/excursions-policy-and-procedures.en?cat-id=3457100>
3. Check out our website: www.bridgetowncampschool.wa.edu.au
4. Check that you have received the latest version of the Bridgetown Camp School – Camp Information Booklet. (Please dispose of old versions.)
5. Arrange transport. (I recommend a bus and driver stay for the duration of camp)

AT LEAST ONE MONTH BEFORE YOUR CAMP.

1. Send home and have returned the following forms: Parent Information, Parent Consent and Contract, Medical and Water Based Authority, and Media and Video Permission.
2. Complete the Draft Itinerary form and email back to camp school on Bridgetown.CS@education.wa.edu.au (Camp Manager will then forward a programme draft for comment.)

LEADING UP TO CAMP. (The earlier the better in most cases.)

1. Complete the required Excursion Management Plans and have them signed-off by the Principal.
2. Send Clothing and Equipment Checklist home.
3. Send a copy of the Camp Programme and any other final details of camp to parents and receive payment for camp.
4. Prepare Camp Booklets to include Dear Diary, Duty Roster, quizzes, crossword etc.
5. Allocate dormitories and draw up Dormitory Competition score-sheet.
6. Finalize evening programme and make wet weather alternatives – just in case.
7. Organize a staff roster and a student Duty Roster.
8. Brief all campers, including teachers and parent helpers, on roles and responsibilities – including the role of the Camp Manager and camp staff.
9. Complete the Safety and Behaviour Policy form with students.
10. Ensure that you have received from the camp school: a copy of the final programme; sample Excursion Management Plans; background information and worksheets on pertinent excursions and activities; and a copy of a quote Camp Invoice (Note: One invoice is issued and includes all accommodation, meal, activity and excursion costs.)
11. Procure a drink container for the return trip home.
12. Complete and email Bridgetown.CS@education.wa.edu.au the Camp School Return form at least two weeks prior to arrival.

ARRIVAL TO CAMP.

1. Meet in the dining room and provide the manager with a list of all students and staff attending camp and a copy of a completed Safety and Behaviour policy.
2. The students will be briefed on the camps dormitory rules and policy. Students then begin unpacking and making their beds.
3. The Camp Manager will then conduct a camp orientation.
4. Student shower prior to dinner.
5. The Camp Manager will conduct the first meal for Teachers-in-Charge new to the camp school.
6. Again for Teachers-in-Charge new to the camp school the Camp Manager will explain campers duties.
7. Prior to the evening programme the Camp Manager will usually have completed his duties and gone home.

DURING CAMP

1. Please read Camp Roles, specifically the Camp Leader Role.

DEPARTING CAMP

1. Students complete normal duties. There are no extra duties. Please ensure dishes, especially, are well cleaned and dry. Students are to clean out their dormitories, vacuum the floors and make the beds the same as when they arrived.
2. Prior to departing gather students in the meeting room for final farewells.
3. Pick up Camp Invoice and a Camp School Feedback Form.
4. Make a booking for the following year.