

BRIDGETOWN CAMP SCHOOL GENERAL CONDITIONS FOR HIRE

BOOKING CONFIRMATION: Signing the “Booking Form and Hire Agreement” form and paying the deposit by the required date secures a schools booking.

PAYMENT: At the completion of camp, schools will be issued one invoice which includes all accommodation, meal, activity and excursion costs.

CANCELLATION: Cancellations must be advised in writing. Deposits are refundable up to 120 days prior to the camp commencing, less an administration charge of \$40.00. Cancellations made after this period render the deposit non refundable.

OCCUPANCY: All groups will have exclusive use of the camp school unless they have agreed otherwise.

TERMINATING THE OCCUPANCY: The Bridgetown Camp School (BCS) reserves the right to terminate the occupancy for breach of the “General Conditions for Hire”. The Camp Manager is empowered to take action as deemed necessary for the proper conduct of the camp.

If the hirer terminates their occupancy prior to the end of the hire period an additional cancellation fee equal to the non-recoupable costs incurred by the Camp School will apply.

TEACHERS IN CHARGE (GROUP LEADERS) / POLICY COMPLIANCE: DET policy requires the Principal of the visiting school to nominate a member of the teaching staff to be the “Teacher in Charge” and authorise that person to manage the excursion (camp).

The Teacher in Charge is required to comply with the procedures outlined in:

Excursions: Off School Site Activities

<http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/excursions-off-school-site-activities.en?oid=au.edu.wa.det.cms.contenttypes.Policy-id-9854767>

Outdoor Education and Recreation Activities

<http://www.det.wa.edu.au/curriculumsupport/healthandphysicaleducation/detcms/portal/>

The Teacher in Charge is responsible for establishing and monitoring campers’ supervision at all times. Camp staff and external providers may instruct, lead, demonstrate or assist in an activity, but, the Teacher in Charge is deemed to be responsible for overall group supervision.

The recommended level of supervision for **residential camping** and **base camping** is:

Years 1-3 one supervisor for every six students

Years 4-7 one supervisor for every nine students

Years 8-12 one supervisor for every eleven students

It is the responsibility of the Teacher in Charge to ensure that campers understand and follow the rules and procedures of camp.

LEVEL OF SUPERVISION: Any deviation from the departments recommended level of supervision for residential camping will be made in consultation with the Camp Manager.

Note: External bus drivers and camp school staff are not to be included in staff/student ratios.

EMERGENCY PROCEDURES / SAFETY: The Teacher in Charge will familiarize themselves with the BCS Emergency Management Plan (provided in the BCS information package; posted at strategic locations at camp; and referred to by camp staff during the “orientation” phase of camp).

The Teacher in Charge will brief any subsequent arrivals, including day visitors, on these and all other safety aspects and general conditions of camp.

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The BCS Manager and staff will manage any on site emergency during normal hours. After hours this responsibility is delegated to the Teacher in Charge. The CS Manager lives on site and, if able, will assist in managing after hours emergencies.

A list of students and staff staying at the camp school is to be provided by the Teacher in Charge on arrival.

PROGRAM: Any changes to the program will be made in consultation with the Camp Manager.

TRANSPORT: Transport to and from camp and excursions are the responsibility of the school.

CAMP SCHOOL RETURN FORM: This will be completed and returned to the Camp School no later than two weeks prior to arrival.

MEAL TIMES: Unless the Camp Manager has approved a change or indicated otherwise, meal times are to be strictly adhered to.

SPECIAL DIETARY REQUIREMENTS: Special diets and allergies can be catered for. Please indicate these in advance on the "Camp Return Form" (see Camp Information Package or downloadable PDF. form on the camps website: www.bridgetowncampschool.wa.edu.au)

WHAT TO BRING: In addition to clothing and personal needs, campers are required to bring 2 single sheets, a pillowslip, towel, and toiletries. Please: no sleeping bags. A doona, pillow and spare blankets are supplied. Linen can be ordered by prior arrangement at a cost of approximately \$10.00. See suggested clothing list in Camp Information Package or website.

DAILY DUTIES: Groups are responsible for serving and clearing of meals, washing and wiping of dishes and general cleaning and tidiness of camp. A copy of "Campers Duties" is available in the Camp Information Package or in PDF. format on the camps website.

Alternate arrangements can be requested in advance, usually at an additional cost.

TELEPHONES: Schools are to provide their own mobile phone and include the number on the "Camp Return Form".

FIRES: No fires, including the "fire pit" may be lit on the property without the consent of the Camp Manager.

DAMAGE AND LOSS: Groups are liable for and, at the discretion of the Camp Manager, be charged for damage to or loss of camp school property and equipment. The Bridgetown Camp School takes no responsibility for the loss or damage to personal property.

FOOD AND DRINK: Food, including lollies, and drinks, except water, are not to be consumed in dormitories.

FIRST AID: First Aid is the responsibility of schools. The schools are expected to provide their own first aid equipment. The Camp Manager is qualified in First Aid and does have back up first aid supplies.

The Teacher in Charge will have up to date student medical information with them at all times.