Camp Planner Checklist

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| Excursion Name: | | Camp/Activity Date: | |
| TEEC camp coordinator: | | Email: | |
| *Follow this checklist to help you and the students to have the most successful camp from the planning phase, during your stay and on return to your school.* | | | |
| **Timeline** | **Details** | | **Completed**  **Yes/No/NA** |
| Previous Year | Consider your sustainability focus by looking at the options offered at our centre.  <https://tinarooeec.eq.edu.au/curriculum/pedagogy> | |  |
| Check your school calendar for suitable date/s and seek approval as per your school organisational chart. | |  |
| Opens first Monday of Term 3:  Submit your EOI for your camp/activity via our website <https://tinarooeec.eq.edu.au/planning-your-visit/booking-information> | |  |
| Complete and return **‘Confirmation of Acceptance letter’** within 21 days of receipt to [Principal@tinarooeec.eq.edu.au](mailto:Principal@tinarooeec.eq.edu.au) | |  |
| Payment of your confirmation deposit invoice. | |  |
| 2 Terms Prior to Visit date | State School   * Review DoE School excursions policy and procedure   <https://ppr.qed.qld.gov.au/pp/school-excursions-procedure>  Non-State school   * Follow your excursions policy and procedure | |  |
| Decide who will be the responsible teacher/coordinator and assign roles and responsibilities within your team.  *If coordinator is different from the EOI phase please advise TEEC via email to* [*admin@tinarooeec.eq.edu.au*](mailto:admin@tinarooeec.eq.edu.au) | |  |
| Review TEEC’s booking policy  <https://tinarooeec.eq.edu.au/planning-your-visit/booking-information/booking-policy> | |  |
| Check Transport options   * buses are available, obtain quotes and book * private transport *(State school forms located at* [*https://ppr.qed.qld.gov.au/pp/school-excursions-procedure*](https://ppr.qed.qld.gov.au/pp/school-excursions-procedure)*)* * Flights availability, costs, booking | |  |
| Review TEEC costs  <https://tinarooeec.eq.edu.au/planning-your-visit/costs-and-fees> | |  |
| State School   * Use school camp and excursion calculator template to help calculate costs and appropriate gst coding   <https://intranet.qed.qld.gov.au/Services/Finance/Revenue/excursions>  Non-State school   * Use your excursions resources | |  |
| Consider which curriculum programs you would like to participate in  <https://tinarooeec.eq.edu.au/curriculum>  <https://tinarooeec.eq.edu.au/programs> | |  |
| Review relevant CARA’s  <https://tinarooeec.eq.edu.au/about-us/risk-management> | |  |
| Consider implications for students with special needs (accessibility, behaviour/supervision, medications, and timetable).  Contact relevant staff for support if needed  <https://tinarooeec.eq.edu.au/support-and-resources/students-with-additional-needs> | |  |
| Catering   * Barron River Campus - Fully catered meals for the duration of the camp. * Black Gully Campus - Fully catered meals for the duration of the camp. * Please advise TEEC well ahead of time of any dietary requirements for members of your group. * Please do not bring any additional food   <https://tinarooeec.eq.edu.au/planning-your-visit/catering> | |  |
| State School   * Commence Excursion Planner on OneSchool   <https://oneschoolhelp.eq.edu.au/curriculum-and-assessment/excursion-planner>   Non-State school   * Use your excursions resources | |  |
| 10 Weeks Prior | Your TEEC camp Coordinator will make initial contact. This is who you contact for assistance. | |  |
| Review TEEC booking conditions | |  |
| Download a copy of our A3 colour poster for your room  <https://tinarooeec.eq.edu.au/supportandresources/formsanddocuments/documents/camp-forms/teecclassposter.pdf> | |  |
| Ensure adequate supervision for excursion   * Check staff ratios for excursion * Liaise with relevant staff * Request additional staff via Principal (email) * Email/contact parents to request volunteers   <https://tinarooeec.eq.edu.au/support-and-resources/forms-and-documents/adult-supervision>  *Working with Children - For the purposes of working with children authority (blue card), refer to*[*section 390 External link*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060#sec.390)*of the Working with Children (Risk Management and Screening) Act 2000, otherwise refer to*[*section 10 External link*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039#sec.10)*of the Education (General Provisions) Act 2006.* | |  |
| 9 Weeks Prior | Draft and email permission letter for approval which must include the [TE**EC Informed activity consent and medical information**](https://tinarooeec.eq.edu.au/supportandresources/formsanddocuments/documents/camp-forms/student-activity-and-medical-consent-form.docx) letter | |  |
| Provide a copy of the final signed permission letter to your Admin Office | |  |
| Complete Excursion Planner on OneSchool and submit for approval   * Attach approved permission letter * Attach quotes * Attach excursion calculator * Add students, staff and parents attending event (ensure correct ratio for approval) * Complete Finance * Complete CARA | |  |
| Send out permission letters to parents/carers | |  |
| 8 Weeks Prior | Review [Pre and Post Visit Activities](https://tinarooeec.eq.edu.au/support-and-resources/teacher-resources/pre-visit-and-post-visit-activities)  that might help your students prepare for or follow up from your camp. | |  |
| Advise any amendments to your original booking numbers in alignment with booking policy | |  |
| 7 Weeks Prior | Continue the [Pre and Post Visit Activities](https://tinarooeec.eq.edu.au/support-and-resources/teacher-resources/pre-visit-and-post-visit-activities) | |  |
| 6 Weeks Prior | Follow up parents for the return of the completed permission letter and [TEEC informed activity consent and medical information](https://tinarooeec.eq.edu.au/supportandresources/formsanddocuments/documents/camp-forms/student-activity-and-medical-consent-form.docx) letter | |  |
| 5 Weeks Prior | Follow up parents for more detailed information if student has:   * Medical condition eg Anaphylaxis plan, diabetes etc * Medication that is required on camp * Dietary requirements | |  |
| Inform and discuss with your TEEC coordinator   * Any Medical conditions * Any Dietary requirements * Any students with special needs | |  |
| 4 Weeks Prior | Organise your [night time activities](https://tinarooeec.eq.edu.au/support-and-resources/teacher-resources/night-time-activities). This may include relevant risk management documentation. | |  |
| Advise your TEEC coordinator of the activities | |  |
| Ensure all consent/permissions forms have been returned by all Parents | |  |
| Arrange a meeting with your camp adults to discuss   * Discuss the program * Review the specific centre ‘Welcome power point’   + - Barron River (BR)     - Black Gully (BG) * Transport (from school and centre) * [Behaviour Expectations for Students](https://tinarooeec.eq.edu.au/SupportAndResources/Behaviour) * Allocation Adult duties *(recommendation is the same person for the camp)*   + Teacher in charge   + Medication distribution   + Fire Warden     - BR – one for each accommodation     - BG – one for marshalling; one to sweep buildings/tents   + Kitchen/Dinning     - BR – one for dining room; one for wash room; 2-3 for serving     - BG – one for kitchen/washing up; one for serving   + Tent Supervisor (Black Gully only) * Discuss with the adult expectations of their roles above in **actively assisting** students to complete all tasks | |  |
| 3 Weeks Prior | Organise duty groups and accommodation groups, and email to your TEEC coordinator  **Black Gully Campus** - Tents (4 per tent, no less than 3 unless by prior arrangement)   * + [Tent Groups (PDF, 548KB)](https://tinarooeec.eq.edu.au/supportandresources/formsanddocuments/documents/camp-forms/teec-tentgroups.pdf)   + Organise Duty Groups and Roster (assign an adult for each meal)   **Barron River Campus - Dorms**   * + [Student List Water Dragon (XLS, 66KB)](https://tinarooeec.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Camp-forms/waterdragon.xls) (4 groups of 20)   + [Student List Redclaw (XLS, 67KB)](https://tinarooeec.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Camp-forms/redclaw.xls) (4 groups of 4, 1 group of 8, 1 group of 22) * Camp Groups - We would prefer that each class stay together in the same group working with their teacher. * Complete a [Group List](https://tinarooeec.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Camp-forms/TEEC%20Group%20List%202023.xls)for each class group. There should be one list for each class/group. TEEC will assign a colour to each Camp Group as per the program. * EQ schools can make things easier for themselves by using OneSchool   + ONESCHOOL>Homepage>Reports>Student Management>Lists>Dynamic Student List Report>Select Class/Yr level>Report Render Type> Excel> Generate Report>Open>Copy and Paste. | |  |
| Commence your final numbers, adult alert list, dietary list, medication list | |  |
| Advise your school tuckshop with classes attending and date and time of excursion | |  |
| Request list of unpaid students from Admin Officer. Follow up with students/parents. | |  |
| TEEC coordinator will email copy of your camp program | |  |
| 2 Weeks Prior | Both Campuses   * look at [Waste Management](https://tinarooeec.eq.edu.au/support-and-resources/student-resources/waste-management)  on our website with your class. * Complete  [Kitchen Duty Roster](https://tinarooeec.eq.edu.au/supportandresources/formsanddocuments/documents/camp-forms/barron-river-kitchen-duty-roster.pdf) | |  |
| Make alternative arrangements for non-attendee students and advise office of the plan | |  |
| Organise cover for any staff duties *(if required)* | |  |
| Confirm bookings with bus company   * School departure   + time and location   + Review school departure time + travel (inc stops) correlates with arrival time on the program   + Advise the campus Name and address for drop off * TEEC departure   + time   + location (Black Gully Campus or Barron River Hall)   + review TEEC departure time + travel (inc stops) correlates with expected return time | |  |
| Inform your parents/carers   * [Location](https://tinarooeec.eq.edu.au/about-us/contact-us) - where are we going? * [Our Camp](https://tinarooeec.eq.edu.au/supportandresources/formsanddocuments/documents/camp-forms/our-camp.pdf) - why are we going? * [Camp Rules](https://tinarooeec.eq.edu.au/about-us/rules-and-policies) - to keep us safe * [Behaviour Expectations for Students](https://tinarooeec.eq.edu.au/support-and-resources/behaviour) - our behaviour is important * Camp Program * [What To Bring](https://tinarooeec.eq.edu.au/planning-your-visit/what-to-bring) - and what not to bring!   + TEEC does not supply linen to students or adults. * Teacher in Charge Contact phone number | |  |
| **10 School days Prior (must happen)** | **Email your TEEC coordinator completed:**   * **Group Lists** * **Student Alerts** * **Dietary Requirements** * **Final Numbers** * **Adult Alert List** * **Accommodation list (Barron River only)** * **Student with special needs update** | |  |
| Organise with Admin Office   * School first aid kit (including asthma puffer/spacer/epi pen) * Student medication and plans * Teacher in Charge contact number while on camp | |  |
| Prepare your students   * [Location](https://tinarooeec.eq.edu.au/about-us/contact-us) - where are we going? * [Our Camp](https://tinarooeec.eq.edu.au/supportandresources/formsanddocuments/documents/camp-forms/our-camp.pdf) - why are we going? * [Camp Rules](https://tinarooeec.eq.edu.au/about-us/rules-and-policies) - to keep us safe * [Behaviour Expectations for Students](https://tinarooeec.eq.edu.au/support-and-resources/behaviour) - our behaviour is important * Have a look at your program (emailed to you) * [What To Bring](https://tinarooeec.eq.edu.au/planning-your-visit/what-to-bring) - and what not to bring!   + TEEC does not supply linen to students or adults.   **or use:**   * the [Camp Booklet](https://tinarooeec.eq.edu.au/supportandresources/formsanddocuments/documents/camp-forms/camp-booklet.pdf) exemplar which is an ideal way to prepare your students for camp. It contains -   + Our Camp   + [Camp Rules worksheet](https://tinarooeec.eq.edu.au/supportandresources/formsanddocuments/documents/camp-forms/camp-rules-worksheet.pdf) (the complete version may be substituted)   + Code of Conduct   + What to Bring | |  |
| Touch base with adults to finalise roles and responsibilities and answer any questions | |  |
| Day before to bring with you | Review with your class [what to bring](https://tinarooeec.eq.edu.au/planning-your-visit/what-to-bring) and what not to bring. | |  |
| Prepare items – Student Medical and Emergency Contact Information, mobile phone, sunscreen, water, safety vest, insect repellent, etc. | |  |
| Print 2 class roles (one for Admin Officer and one for yourself) | |  |
| Print copies of Accommodation Groups, Program, Duty Groups and Duty Roster for display  A supply of spare water bottles and hats for students | |  |
| Print a copy of:   * + your final numbers and [adult alert list (DOC, 24KB)](https://tinarooeec.eq.edu.au/supportandresources/formsanddocuments/documents/camp-forms/finalnumbers.docx)   + your [student alert list (DOC, 23KB)](https://tinarooeec.eq.edu.au/supportandresources/formsanddocuments/documents/camp-forms/student-alert-list.docx) summary of any medical and other conditions of which we should be aware (signed by your Principal). Attach copies of any 'Medical Management Plans' (Part C of consent Form).   + An [Administration of Medication Form.](https://tinarooeec.eq.edu.au/support-and-resources/teacher-resources/register-of-medication)   + All 'Consent Forms'. Please note that it is our school policy to keep this all-in-one central location onsite. This allows anyone who needs access to have it. If your school requires you to carry consent forms with you wherever you go on camp you will need to bring an extra set. | |  |
| On the Day | Collect First Aid Kit from Admin Officer | |  |
| Collect medications from Admin Officer | |  |
| Complete roll and count students attending | |  |
| Send a copy of attendance roll to office. | |  |
| On Return | Return First Aid Kit and medications to their location | |  |
| After Camp | Send a blurb and photographs to Promotions Officer for newsletter/Facebook | |  |
| Review excursion and make recommendation/notes for following year | |  |
| Adults please complete TEEC satisfaction Survey if not completed on last day of camp  <https://tinarooeec.eq.edu.au/support-and-resources/forms-and-documents/satisfaction-surveys> | |  |