



## MEMORANDUM TO PARENTS & CARERS

Please be advised that your School Camp will be held at Runaway Bay Sport & Leadership Excellence Centre.

Whilst Runaway Bay Sport & Leadership Excellence Centre is a rewarding and exciting experience for students, parents/guardians may feel some apprehension. To alleviate any concerns, we have prepared the following information for you.

### PERSONAL BELONGINGS

Throughout the week students participate in a variety of water and land-based activities. As laundry facilities are extremely limited, parents are requested to send enough clothing for the entire camp.

***Please ensure your child has their swim wear, swim shirt, wet-shoes, hat, sunscreen and water bottle packed in their back pack for the first day as activities may begin before they unpack into their lodges.***

CLOTHING Must be clearly labelled with waterproof ink	Tick	FOOTWEAR	Tick
Shorts		Sandshoes x 2 (closed in, one old pair)	
T-Shirts		Thongs and or Sandals	
Socks		Wet shoes for water-based activities (‘croc’s’ as wet shoes are NOT suitable) <b>No wet shoes = no participation</b>	
Underwear			
Swim wear and swim shirt			
Warm Jumper/ Jacket		BEDDING	
Pyjamas		2 Sheets	
Raincoat		Pillow	
Full Brim Hat		Pillowcase	
Neat casual clothes for evening activities		Blanket/Sleeping Bag	
Water bottle		** No sleeping bags without sheets	
** Due to the outdoor nature of the program, sun protection is of utmost importance. Singlets and sleeveless tops are unsuitable for camp. Runaway Bay Sport & Leadership Centre employs the 'No Hat, No Play' policy.		TOILETRIES	
		Brush/Comb	
		Soap/ Shampoo/ Lip Balm	
		2 Towels / Washer	
		Toothbrush / Toothpaste	
MISCELLANEOUS		Deodorant (No aerosols)	
Pegs (x6) & Plastic Bags (x2) for wet gear		Sunscreen (30+)	
Small back pack		Vaseline/lanolin cream	
Drink/Water Bottle (Full on arrival)		Insect repellent	

### **\*\* PLEASE DO NOT BRING \*\***

***Mobile Phones, Watches, Torches, Electronics,  
Cutlery, Food (sweets and lollies), Money, Sports Equipment.  
No aerosol sprays of any kind are permitted***





## **SAFETY**

Strict safety procedures for each activity have been developed. These are explained to the students on arrival at the Centre and again before each activity is undertaken. Trained and qualified staff supervise all activities. Personal Flotation Devices / Buoyancy Vests must be worn for all water-based activities. Our teaching staff are required to attain and update a wide variety of accreditation including: *Copies of staff accreditation can be provided on request*

- \* Senior First Aid Certificate
- \* Resuscitation Certificate
- \* SUP/Kayak Instructors Certificate
- \* Student Protection Training
- \* Archery Training
- \* Pool Lifeguards

## **CARER / STUDENT CONTACT**

Camp evaluation data compiled over the years shows students overwhelmingly enjoy camp. Despite this, homesickness is a recurring issue and is generally complicated by contact with home. Promoting student independence is a major goal of our programs. Parents or carers will be contacted if a student needs medical assistance for illness and injury that will inhibit their student's ability to participate in the camp program. There may be occasions where sensitive welfare issues occur and parents/carers will be notified via the visiting school. Parents and carers can be assured that minor health and welfare incidents are managed sensitively by our staff.

## **SECURITY AND NIGHT PROCEDURES**

The site is locked and secured overnight from 9pm with a security officer patrolling the grounds and area around the accommodation facilities. Visiting school staff are instructed to lock the front lodge door overnight while each room door within the lodge remains unlocked for students to assemble quickly in the lodge common area in event of an evacuation. The security officer will notify visiting schools of the need to evacuate after hours and visiting school staff are inducted on the appropriate procedures to follow to support an evacuation. At least one visiting school staff member is assigned to each lodge accommodation venue to maintain direct supervision and ensuring student safety and wellbeing overnight. RBSLEC staff also remain on-call for any emergency situations that arise. Your assistance in telling your student to choose the bottom bunk if they have a history of sleepwalking or bed wetting is appreciated.

## **FOOD AND VALUABLES**

**Please do not allow your student to bring any food to camp (unless by special arrangement).** Any food in the cabin area can attract unwanted insects and vermin, which may lead to health and hygiene problems. We strongly discourage students bringing any valuable items such as phones, watches, jewellery or money to camp as they may be easily lost, damaged or stolen. The Centre takes no responsibility for such items.

## **RUNAWAY BAY SPORTS CENTRE INVOICING POLICY**

*Runaway Bay Sport & Leadership Excellence Centre's invoicing is based on confirmed numbers prior to camp. Subsequently, refunds are only available upon request through your student's school for extenuating circumstances and will apply to the activity component only (i.e., Accommodation and meals are not refunded).*

Should you have any concerns or questions regarding the Centre procedures or operations please do not hesitate to contact the camp co-ordinator at your student's school. They can contact the Centre if necessary. Constructive feedback is always appreciated. We trust that your student's stay will be a memorable and enjoyable experience.

