

Organisational checklist

This checklist may be useful as a planning tool in the weeks leading up to your program.

After the program planning workshop

- Share information from the workshop with appropriate staff including your principal and finance officer.
- Ensure parents are well informed of your proposed visit to Arbury Park. Organise a parent meeting if necessary or direct them to the school web site www.arburypark.sa.edu.au
- Calculate cost per student, ensuring you have the current rates. Include a percentage for contingencies.
- Gain signed consent of parents and complete medical information for each student. Written consent must also be given for students between ages 6 and 8 to sleep on top bunk beds.
- Book transport arrangements.
- Plan camp with your class. Discuss
 - program options
 - clothing and other equipment needs
 - expectations and responsibilities
 - no food, especially lollies, to be brought to camp
- Meet with all staff involved to prioritise program activities, complete the programming ideas checklist then consult with your Arbury Park program coordinator (fax, telephone, email).
- Keep your Principal informed on all matters, providing copies of program, letters to parents and transport arrangements.
- Complete camp planning forms for your schools records.

Refer to DECD *Camps and excursions - guidelines for schools and preschools*, September 2007;
<http://www.decd.sa.gov.au/docs/documents/1/CampsandExcursionsGuide.pdf>.

Note section 2.2.4 Campsite accreditation; The Australian Camps Association (now Accredited Tourism Business Australia) "operates an accreditation scheme that involves an independent and comprehensive evaluation of site standards, safety and hygiene. The scheme covers far more than a teacher could be expected to assess." For risk assessment purposes, please note that Arbury Park is an accredited campsite.

2-4 weeks prior to your program

- Contact your APOS coordinator to finalise program details, including estimated student numbers.
- Confirm transport bookings.
- Inform all teachers, parents, and other people involved of their role and any special duties they may have.

Week prior to your program

- Inform APOS staff of final numbers, any special diets or student disabilities using the *Participant information* and *Catering numbers* forms by the Wednesday before your program at the latest.
- Check that all necessary information has gone out to parents, for example
 - program, including appropriate clothing and safety concerns
 - names of adults attending
 - details of travel timetable: assembly time and where, departure time, return arrival time
 - emergency contact number and procedures, Arbury Park Outdoor School, Arbury Park Road, Bridgewater Ph: 8339 3237
- Check that student medical information and first aid requirements are taken to Arbury Park
 - asthmatic and diabetic students need their own personal management plan in writing to bring to camp
 - students who may be infectious (eg recent gastro related vomiting) do not come on camp and put other students at risk.
- Organise any sporting equipment (Arbury Park does not provide any).
- Prepare dorm lists (include full names) and student activity groups required in your program.