

Organisational checklist

The department's *Camps and Excursions Procedure*, published in July 2024, contains a detailed checklist for planning your camp.

<https://edi.sa.edu.au/library/document-library/shared/camps-and-excursions-procedure.pdf>

The checklist on this page is specific to Arbury Park Outdoor School.

After the program planning workshop (By week 6, the term before your camp)

- Expect your Arbury Park camp coordinator will contact you by email.
- Share information from Arbury Park's program planning workshop, *Visiting Teacher Handbook* and *Curriculum Brochure* with appropriate staff including your school's principal and finance officer.
- Meet with all staff involved to prioritise program activities and complete the *Programming Ideas Checklist*. Then send a copy to your Arbury Park camp coordinator (fax, telephone, email).
- Consider booking Trent Hill for an evening presentation. He is an Aboriginal educator and not an Arbury Park staff member. There is an additional cost per student.
- Expect your Arbury Park camp coordinator to email a draft camp program. Discuss this with colleagues and provide feedback to your Arbury Park camp coordinator.
- Plan the camp with your class. Including
 - Arbury Park virtual tour or PowerPoint (link on Arbury Park's homepage <https://arburypark.sa.edu.au/>)
 - camp expectations
 - activity options
 - clothing and other equipment needs
 - no food, especially lollies, to be brought to camp.
- Plan for obtaining carer / parent consent. Consider including
 - consent for 6 to 8 year-old children to sleep on a top bunk that meets current safety regulations
 - an agreement that parents / carers will withdraw their child from participation in the camp if they have any episodes of vomiting or diarrhoea within 48 hours of the scheduled departure time
 - offering parents who have concerns about student diets on camp the option of calling the Arbury Park catering manager (8339 3237).
- Keep your principal informed on all matters, providing copies of program, letters to parents and transport arrangements.

2-4 weeks prior to your program

- Contact your Arbury Park camp coordinator to finalise program details, including estimated student numbers.
- Your Arbury Park camp coordinator will email camp reminders.
- Inform all staff and other adults of their roles and any special duties they may have.
- Discuss camp details with participants including
 - camp purpose
 - expectations and responsibilities
 - clothing & personal needs
 - camp program.

One week prior to your program

- Send final participant numbers, special diets or information about special needs to Arbury Park by the Wednesday before your camp. Use the *Participant information* and *Catering numbers* forms.
- Book and check that your school's first aid kit is ready for camp.
- Organise any sporting equipment you want to bring (Arbury Park does not provide any).
- Prepare dorm lists (include full names and use the *Dorm Groups* page) and student activity groups required in your program.
- Confirm departure and arrival times for travel to and from camp with the transport provider(s).
- Check that students who may be infectious (eg recent gastro related vomiting) do not come on camp and put other students at risk.