

# Camp Planning Guide



**Planning and booking a school camp can be daunting, but rest assured we will give you the support you need, so you can enjoy a stress free camp, filled with meaningful and fun learning opportunities for your students.**

This Guide will take you through all the ins and outs of your camp experience, from making your booking, all the way through to waving goodbye to your happy students after camp.



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## OUR VISION

To be a leading Environment Education Centre in New Zealand

## OUR MISSION

To provide environmental education that fosters positive life skills and an awareness of the importance of the NZ bush and the sustainable management of all resources.

## OUR GUIDING PRINCIPLES

### Common Sense

We apply sound, practical judgment concerning everyday matters

### Courtesy

We always act with respect and kindness

### Consideration

We consider the environment at all times

### Communication

We are transparent, clear and open with all our communications

## OUR CORE VALUES

### GUARDIANSHIPKAITIAKI

We use all resources efficiently, effectively and sustainably in order to further the AOEC mission and care for the Kaimai Mamaku Forest Park, which is seen as a Taonga that needs saving and protecting.

### SUSTAINABILITY

We act in a manner that is environmentally socially & economically sustainable at all times. We make decisions that last longer than we will. We honour our commitments to the environment, to our mission, our vision and to those we serve.

### CUSTOMER CARE

We understand, determine and deliver what our customers want, provide knowledge, tools and support to plan for and execute a successful camp/event that delivers quality activities, provides memorable learning opportunities and helps build a healthy relationship with the natural environment

### RELATIONSHIPS

We develop, maintain and nurture long term quality relationships with all our customers, schools, organisations and stakeholders

### TEAMWORK

We cooperate and work together with AOEC users & stakeholders for the common good of the environment, the people we serve and the organisations mission.

### DEVELOPMENT & GROWTH

We provide opportunities to learn new skills, overcome physical challenges, develop positive attitudes, help to improve self confidence, initiative, leadership and teamwork.

### ENVIRONMENTAL CARE

We promote a deeper understanding and respect of the local natural history through a focus on environmental education

### OUTDOOR SAFETY

We encourage and promote health & safety and the responsible use of the outdoors



# BOOKING TIMELINE

## BOOKING FORM & DEPOSIT

- Step 1 to having your camp at AOEC is filling out our [Online Booking Form](#).
- This form outlines important information about your group, your preferred dates and the activities you are interested in doing.
- Once we received your Booking Form, we will send you an invoice for your deposit of \$500.
- Your Deposit Payment will need to be made within 14 days to secure your dates. From this point onwards you are booked in and coming to camp.

## ORIENTATION VISIT

- We highly recommend that you and your group leaders/teachers attending, come for an orientation visit, so you can familiarise yourself with the facilities and the environment, the activities you will be running yourself and all the things you will need to know, so your camp will be enjoyable and stress free for all.
- Please note that we cannot conduct orientation visits when the lodge is booked. Booking your orientation visit well ahead of time is essential.

12 - 6 Months Prior

6-4 Months Prior

6-1 Month Prior

- Once your booking is locked in, we will start the camp planning process.
- Every school is unique and this means that every camp program is custom designed for your specific needs, objectives and desired outcomes.
- You will send us a wish list of activities and if required, we will schedule a call to talk about your camp objectives, your preferred activities and travel arrangements.
- We will then put together a draft camp program for you. You will receive this together with all the costs and all safety documentation.
- Once we have tweaked your camp program where necessary and you have signed this off, we will book the instructors required.

## YOUR CAMP PROGRAM





## SAFETY DOCUMENTATION & RISK DISCLOSURE

- Risks Disclosures need to be signed by Parents/Caregivers
- Make sure all your safety documentation & Risk Disclosures have been signed and emailed to AOEC Management
- Read through this Camp Planing Guide again, to ensure you have everything covered.
- Confirm final Camp Numbers

## ARRIVAL

- Upon **arrival** to camp, AOEC staff will brief your group (participants and adults) to cover site specific safety for your stay.
- Duty Manager will conduct a full adult briefing

3 Weeks Prior

1 Week Prior

Arrival

- Emergency Management and Risk Disclosures of all participants (students and participating adults) is required
- Students bring their rain coats and thermals/merinos to school to check to ensure that they have the necessary and right gear.
- Within 1 week of your camp starting, you will receive a phone call from us, checking in and answering any final questions you might have.

## LAST MINUTE QUESTIONS & REMINDERS



## DEPOSIT

- A deposit of \$500 is required to secure your booking

## CHARGE PER PERSON

- Students/Children \$21 per day/night
- Adults \$21 per day/night
- A minimum charge of \$500 applies for groups smaller than 25 occupants per day /night.
- A Public Holiday Surcharge may apply.

## CONSUMABLES

- These are now included in the price above

## DEPARTURE CLEAN

- You are required to book a \$300 departure clean, for your final clean. This ensures that the facilities are kept at a high standard.

## ACTIVITIES

- Once your camp program has been finalised, you will be given a price for the activity package per person, which will include instructor led activities and resources/equipment you use for self-led activities.

## TOTAL COST

- Once your camp program has been completed, you will receive this with a quote that includes all associated charges and final cost, for you to sign off. All of our prices are inclusive of GST,
- Surcharges will apply on public holidays. If this affects your programme, please contact the office for further details.

*The above prices are in place until the 31st January 2025. (please note those bookings that have been quoted in writing previous to the above date will be honoured at the prices quoted subject to deposit already being paid.*

PLEASE NOTE THAT OUR FACILITIES STRICTLY ACCOMODATE 100 PEOPLE MAX  
(This includes any day visitors or external contractors)



# TERMS & CONDITIONS

## DEPOSIT

We require a deposit to secure your booking. An invoice for your deposit is usually issued as soon as we receive your booking form. The deposit is payable within 14 days of invoice date in order for us to reserve your dates and lock in your booking. Deposits will be applied towards your total charge at the end of your camp or can be rolled over to your next booking.

## REMAINING BALANCE

You will be sent an invoice for the total charge of your camp, the day of or after your departure. This **must** be paid within 7 days.

## CHANGE IN GROUP NUMBERS

We cannot guarantee staffing your programme to our designated ratios when there are significant changes to your group numbers with short notice. Therefore, group numbers must be confirmed **three weeks** prior to your camp. The Activity Package charge on your final invoice will reflect these numbers. Any changes to your group numbers and/or your camp program within the said three weeks prior to your booking will incur an administration fee of \$150. We do stress that if the numbers increase within the **three weeks** prior to your booking we cannot guarantee offering the original programme outlined. A reduction in numbers in the final three weeks will again incur the administration fee, plus you will be invoiced for the total of the activity package originally quoted and agreed to.

## ADDITIONAL COSTS

AOEC reserves the right to apply additional charges that may include:

- **Beyond the usual departure clean:** If you had an unusually large group or consecutive camps with no in-between cleans, or the facilities have been left in a less than acceptable condition your departure clean may be more than \$300
- **Environment Damage:** an immediate loss of deposit will incur if the environment is damaged ie broken trees/plants, tree graffiti etc.
- **Damage to facilities, equipment and resources**

## CANCELATIONS

- Your Deposit is not refundable if a booking or one or several days of your booking are cancelled less than 3 months of intended occupation. For Public holiday weekends and official NZ school holiday weekends this is 6 months. If cancellation of your entire booking or part of is made less than 2 months of booked dates, our minimum night fee of \$500 per night booked is payable unless we can rebook those dates within 2 weeks of the booking. An administration fee of \$100 will be imposed. If you have a repeat booking for every year or every second year, we require cancellation at least 6 months ahead of time. We may also pass on any losses we occur such as services booked.





# YOUR CAMP PROGRAM

Your Camp Program shows your daily activity rotations and what is happening when. **We will create your camp program for you** to fit your camp objectives and specific requirements. This is usually done **4-6 Months before your camp**.

As it is our vision to be a leading Environment Education Centre, we encourage every group to **include** at least one of our fun and interactive **ENVIRONMENT EDUCATION ACTIVITIES** in their camp activities. The more the children of today are exposed to nature, the more likely that they fall in love with nature and therefore become future guardians for our natural environment.

The good news is, that we are able to fully subsidise all **Environment Education Activities in 2025 (and hopefully also in 2026)**, which means they are **free of charge**. You can see all of our [Environment Education Activities on our Website](#). If you wish to know more, please contact AOEC management.

## Step 1: YOUR ACTIVITY WISH LIST

Go through our [activities on our website](#) and choose the activities you wish to do. If you are unsure or have questions in regards to specific activities, it may be best to schedule a call with us, as this is often easier than sending emails back and forth. Give us a couple of time options, when it is best for us to call you.

## Step 2: HOW MANY ACTIVITIES

Let us know if you want all your activities to be instructor led or if you are wish to lead some activities yourself.

2 1/2 day camps (2 Nights): 6 activity slots

3 Nights - 10 activity slots

4 Nights - 14 activity slots

Some activities take up 2 or multiple activity slots. This is noted on our [website activities page](#).

In addition to your daytime activity slots, you may wish to add night activities. These are in addition to the daytime activity slots.

## Step 3: ACTIVITY GROUP SIZES

Most of our activities are restricted to 12 students per rotation, with some exceptions. We will help you with alternate group sizes for specific activities, when we create your camp program.

## Step 4: TEACHER / PARENT LED ACTIVITIES

It is best that the same adults stay on **non-instructor-led activities** for all the rotations, to ensure consistency and that the children get the most from those activities. We generally induct teachers into self-led activities at the orientation visit and send you all the instructions, SOP's & RAMS, so you can facilitate the activity safely with great learning outcomes.

It is important that teachers/parents that facilitate specific activities, read the SOP's the week before coming to camp, so they become familiar with what they need to do, how to do it and how to minimise risk for the specific activities and can ask any questions they may have on arrival.



## Step 5: ARRIVAL & DEPARTURE TIMES

Let us know what time you are hoping to arrive at camp and your preferred departure time. Our Arrival and Departure times are as follows and we can arrange some off lodge grounds activities for you to do if you prefer to arrive earlier or depart later.

	Arrivals	Departures
Monday	As early as you like	
Tuesday, Wednesday, Thursday	1pm	11am Wednesdays
Friday	4pm	12pm
Sunday		3pm latest

**Once we have all this information from you, we create a draft camp program with associated costs for you and can then do any fine tuning as required.**

## Step 6: SIGNING OFF YOUR CAMP PROGRAM

Once you are happy with everything, the camp program will need to be signed off by the TIC and the Principal, a Board of Trustee or the Head of the Organisation if not a school. *If you fail to send us a signed copy of your camp program less than 3 weeks ahead of camp, we take the program as signed off.*

## GEAR LIST

Download the [Participant Gear List](#) and send it to parents / caregivers as well as to all adult helpers, who will participate in activities. For a positive camp experience and for the safety of all participants (including adults) it is important that everyone has all mandatory and recommended items on this list.

The [Teacher Gear List](#) is a way of keeping track of all the things that are required for camp and should be used by the TIC to make sure nothing is missed.

### What not to bring

- ✗ Disposable Wipes (not even biodegradable ones, they block pipes too)
- ✗ Bottled Water (AOEC has the best drinking water)
- ✗ Please **do not laminate** your camp program or related camp information
- ✗ If possible avoid single serve/use food packaging
- ✗ Wrapped Lollies & Chewing Gum
- ✗ Glow Bands
- ✗ Plastic Craft Materials like glitter, straws etc
- ✗ Personal Archery Gear (Dads are often guilty of this)
- ✗ **AOEC PROVIDES:** Toilet Paper, Paper Towels, Hand Soap, Body Soap/Shampoo, Dishwashing Detergent, Laundry Detergent, Hand Sanitiser, Cleaning & Dish Cloths, Dish Brushes, Rubbish Bags, Cleaning Solutions, Disinfectants, Cleaning Equipment i.e Brooms, Mops, Shovels & Brushes, Vacuum Cleaner

## GATE CODE

Three weeks before camp, you will be given the Gate Code for your camp. Please ensure that all drivers or visiting people (including parents who may need to pick up their child earlier), external contractors (for example bus drivers) have this code, otherwise they will not be able to enter lodge grounds.



# FEEDING EVERYONE

Feeding everyone and getting the right quantities of food, and dealing with dietary specifics, can often be a daunting task. Our advise is to “Keep it Simple”.

## MENU PLANNING:

Usually the first meal you provide on day 1, is dinner, as children usually bring lunchboxes from home that feeds them for Morning & Afternoon Tea as well as for Lunch.

### Dinner Options:

- Lasagne (heat & eat)
- Cottage Pie (heat & eat)
- Pasta Bakes (heat & eat)
- Mac & Cheese (heat & eat)
- Nachos (heat & eat)
- Butter Chicken (heat & eat)
- Burgers - great on the BBQ or for kids to cook their own

### Dessert Options:

- Ice Cream with Fruit Salad
- Brownies, Cheesecakes and other slices
- Tasty seasonal Crumbles
- Banana Splits - cooked on the fire
- Smores (if you are having a camp fire)

### LUNCH Suggestions:

- Sausage Sizzle
- Sausage Rolls/Pies
- Hot Dogs
- Wraps or filled Sandwiches

### Breakfast Options:

- Cereals, Toast & Spreads
- Baked Beans/Spaghetti on toast
- Mince on Toast
- Eggs, Bacon, Hash Browns (You can do these all on our 6 burner BBQ)

**Morning & Afternoon Tea:** Home baking provided by students plus be sure to add plenty of fruit





## FOOD SHOPPING

Lindie and her team do a lot of budget friendly catering for AOEC users and you can choose if you wish to have all your meals catered for or if you wish to just have **heat & eat meals** for your dinners. We need to receive your **order at least 3 weeks prior to your camp**.

Lindie can also create a shopping list for your camp, so you get the quantities right and have enough food and also avoid food surplus at the end of your camp. We see so much food going to waste at AOEC, and also much unused food. The cost of this is better put into activities or other resources for your students. **Please let us know well ahead of time if you wish to have all or some of your meals catered for.**

We can also arrange to have all your groceries delivered at camp.

**Bidfood:** We do have a Bidfood account and you are welcome to use it. They deliver directly to AOEC, which means you don't have to travel to camp with all your food, especially with those perishable items.

**Woolworths or Pack n Save Click and Collect:** You can place your food order at any of our local supermarkets and just pick it up on the way to camp.

*To protect the environment, please avoid single use plastic and single serve packaging.*

## KITCHEN ORGANISATION WHILE AT CAMP

If you have a parent who is used to cooking for lots of people and is a super organiser, this would be the perfect person to put in charge of your camp kitchen.

## LEFT-OVER FOOD AT THE END OF CAMP

We see a lot of food wasted at the end of camp. If you have food left over, don't just throw it out, we can help in the following ways:

- **FOOD BANK:** We support our local Foodbank. For any leftover food that has not been opened yet, we can arrange for this to go to our local food bank.
- **KAI GO:** For any opened food, that is still perfectly good to eat, Kai Go in Katikati, cooks meals for needy families.
- **FAMILIES IN NEED:** We have several needy families close by. Before you throw perfectly good food into the pig buckets, because you don't want to take it with you, please give us the opportunity to re-home unwanted food, to those who are less privileged.





# WHO SLEEPS WHERE

## DORM LAYOUT

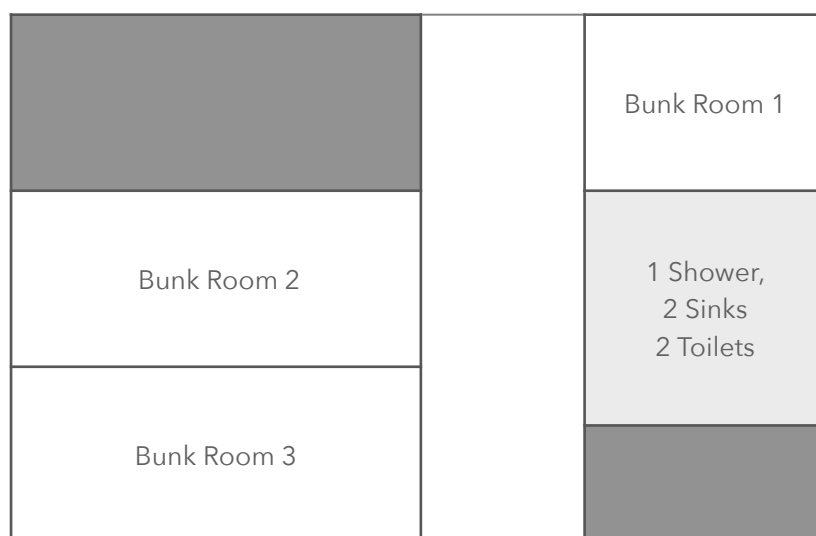
While we do not need to know who sleeps where, this is maybe useful for you and also acts as an emergency list during camp. All we need to know is which dorm the girls are sleeping in, so we can ensure that the adjacent TOILETS , have Sanitary disposal units. If you are girl or boy heavy, the bigger group should be in the Nettleingham Dorm.

### Main Building Dorms

The sleeping area has a total of 20 bunk beds. It has an ablutions area consisting of one shower (hot water is supplied from an electric hot water cylinder), 2 sinks, and two toilets.

### Main Building Dorms

Bunk Room 1	Name	Bunk Room 2	Name	Bunk Room 3	Name
Left Top		Left Top A		Left Top A	
Left Bottom		Left Bottom A		Left Bottom A	
Right Top		Right Top A		Right Top A	
Right Bottom		Right Bottom A		Right Bottom A	
<b>The Main Building Dorms consists of 3 bunk rooms; two of which sleep 8 each and the third sleeps 4 giving a total of 20 bunks</b>		Left Top B		Left Top B	
		Left Bottom B		Left Bottom B	
		Right Top B		Right Top B	
		Right Bottom B		Right Bottom B	
<b>Please do not take mattresses out of buildings!</b>					





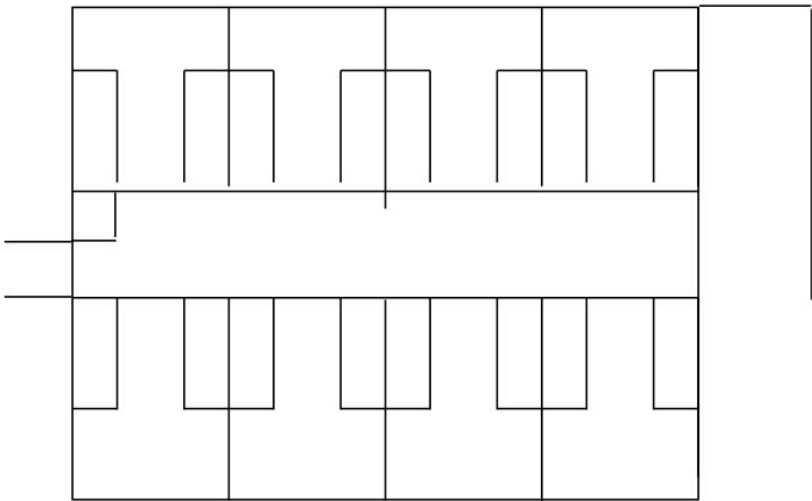
Both the Lions Den and the Nettleingham Dorm have adjacent Ablution Blocks, consisting of 4 toilets and 4 showers and multiple sinks each. Please let us know which dorm the girls will be occupying, so we can ensure the adjacent toilets do have Sanitary Disposal Pods.

Lions Den

Bunk Room 1	Name	Bunk Room 2	Name	Bunk Room 3	Name
Left Top		Left Top		Left Top	
Left Bottom		Left Bottom		Left Bottom	
Right Top		Right Top		Right Top	
Right Bottom		Right Bottom		Right Bottom	
Bunk Room 4	Name	Bunk Room 5	Name	Bunk Room 6	Name
Left Top		Left Top		Left Top	
Left Bottom		Left Bottom		Left Bottom	
Right Top		Right Top		Right Top	
Right Bottom		Right Bottom		Right Bottom	
Bunk Room 7	Name	Bunk Room 8	Name	The Lions Den has 32 bunks in eight cubicles of 4 beds each. There are 4 cubicles on each side of the building	
Left Top		Left Top			
Left Bottom		Left Bottom			
Right Top		Right Top			
Right Bottom		Right Bottom			

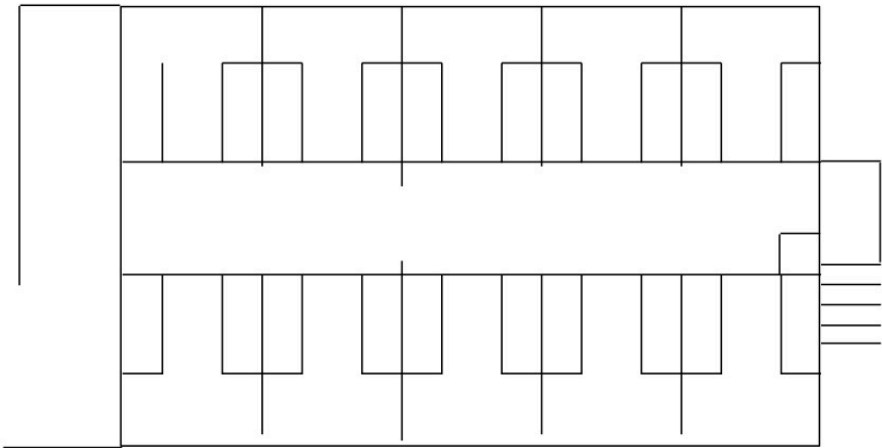
Please do not take mattresses out of buildings!

### Lions Block



Nettleingham Dorm					
Bunk Room 1	Name	Bunk Room 2	Name	Bunk Room 3	Name
Left Top		Left Top		Left Top	
Left Bottom		Left Bottom		Left Bottom	
Right Top		Right Top		Right Top	
Right Bottom		Right Bottom		Right Bottom	
Bunk Room 4	Name	Bunk Room 5	Name	Bunk Room 6	Name
Left Top		Left Top		Left Top	
Left Bottom		Left Bottom		Left Bottom	
Right Top		Right Top		Right Top	
Right Bottom		Right Bottom		Right Bottom	
Bunk Room 7	Name	Bunk Room 8	Name	Bunk Room 9	Name
Left Top		Left Top		Left Top	
Left Bottom		Left Bottom		Left Bottom	
Right Top		Right Top		Right Top	
Right Bottom		Right Bottom		Right Bottom	
Bunk Room 10	Name	<p>The Nettleingham Dorm has 40 bunks in ten cubicles of 4 beds each.</p> <p>There are 5 cubicles on each side of the building.</p> <p>Please do not take mattresses out of buildings!</p>			
Left Top					
Left Bottom					
Right Top					
Right Bottom					

Nettlingham Block



We are committed to delivering safe outdoor education programmes. We want you to feel safe and at home and it is our responsibility to ensure that everyone gets home safely at the end of camp.

We have a Safety Management System that is ADVENTURE MARK audited and certified. All of our instructors are trained to standard operating procedures for all of our activities and are also trained in first aid, risk management, behaviour management, child protection, and safeguarding.



## RISK DISCLOSURE

It is our responsibility to inform you and all your camp attendees of the risk associated with camp in general and with all the activities you have chosen. You will also need to disclose any medical/behavioural and injury concerns **of all students and adults coming to camp**. We will send you these documents when we send you the draft copy of your camp program.

1. Your Camp Program with all costs
2. **General Risk Disclosure** for TIC/Group Leader and Principal/Board of Trustee/Head of Organisation
3. **Risk Disclosures for Specific Activities** for TIC
4. **Risk Disclosure Acceptance for participating Adults and Parents/Caregivers of students**. It is your responsibility to pass on the Risk Disclosures for parents/caregivers of students and all participating adults to accept.
5. **Medical & Dietary Information:** We and the TIC need to know ALL Dietary, Medical, Behavioural, Injury and Ability concerns of **students and adults attending camp**. *It is important that especially adults are transparent about their abilities, past and current injuries and health concern, these all pose a risk. It is often more complicated to deal with adult incidences than with those of children, especially if an incident occurs in the forest and off lodge grounds.*
6. **Risk Disclosure & Emergency Management Summary Document:** What we require from your end is to collate information from 4. and 5. onto the Risk Disclosure & Emergency Management Summary Document. Every attendee coming onsite must be listed on this form. You are required to send us this information **one week prior to your camp**.

## EMERGENCY PROCEDURES

It is the TIC's responsibility to ensure that all group leaders and adults in their group are familiar with our Emergency Action Plan and how to manage the risks of their self-led activities. You can find our [Emergency Action Plan on our website](#) and all on each of our Safety Stations at camp.

## ACCIDENTS, INCIDENTS & NEAR MISSES

All accidents, incidences and near misses **MUST be logged** on the Occupancy & Safety log at the Safety Station in the Kitchen. For low risk and minor accidents & incidences a one-liner is sufficient. For all medium to high risk accidents, incidences and near misses an **Accident/Incident Report** must be completed. All AOEC Staff can help with this.





## OUTDOOR SAFETY CODE/LAND SAFETY CODE

Everyone who visits the great outdoors in New Zealand should be familiar with the Outdoor Safety Code, now known as the [Land Safety Code](#).

It is the TIC's responsibility to follow the outdoor safety code for any self-led activities in the bush. It does not matter if it is a 30 minute bush walk or a bigger hike, everyone in the group should be aware of outdoor safety.

It is recommended that the teachers cover the outdoor safety code with their students in the weeks leading up to camp. There are some great educational videos in the "GET OUTDOORS SERIES" on the [mountain safety council website](#). These are very relatable to children of all ages.

To prepare everyone for a safe outdoor experience:

- Have a discussion with your students about outdoor safety
- Watch the videos in the [GET OUTDOORS SERIES](#)
- Make sure students have rain jackets. Puffer jackets are not rain jackets. Get the students to bring their rain jackets and thermal gear to school in the days before camp, so you can make sure it is fit for purpose, especially if you are planning on doing the long loop, Survivor or the River Challenge.
- Make sure all adults attending camp and helping with activities, have the correct gear too.
- Before departing to camp, make sure everyone is wearing covered shoes. (No crocs, no jandals, scuffs or gum boots for any bush based activities)

Our wish for students learning the outdoor safety code is, that when they head for a bush walk with family and friends, that they are the ones reminding the adults what to do and what to be aware of.





# ENVIRONMENT CARE

At AOEC, with everything we do or plan to do, we always take the environment into consideration. **Nature is the source of all life. Caring for our forest is our first priority. Everything else must be measured against this.**

**New Zealand is precious, and everyone who lives and travels here, has a responsibility to look after it. Without Nature we are nothing!**

With 4000-6000 visitors at AOEC each year, the impact on the environment has been very visible. Even small seemingly insignificant actions can have an long term impact on the Environment?

**Damage by your group, to the environment will mean an immediate loss of your deposit!**

## How can your group minimise the impact the Environment and on our Planet?

- Commit to protecting our Taonga!
- Tree Graffiti NEVER etch anything into any tree, it is one of those small things that can have a long term impact on the Environment.
- Follow all environmental guidelines stated in Activity SOP's
- If you are planning to run your own activities (activities not in our AOEC catalogue), please complete a Environment Impact Assessment & Management Document for each activity.
- In order to protect the forest and foster the growth of seedlings on the forest floor, you agree to stay on the path (marked with an orange triangle) at all times and won't venture into the forest that surrounds lodge grounds.
- You agree to not pick any leaves, twigs or branches.
- You agree to not stand on protruding roots of trees or climb any trees.
- You agree to not disturb wild life, insects and other creepy crawlies. You agree to **look but don't touch**. Give special care to the tiniest living creatures. The more insects are in the forest, the healthier the forest. If creepy crawlies are found in lodge facilities, never squash them. Please remove them with care and the least possible stress back into the forest.
- You agree to **Leave no Trace**. With everything you do, consider the environment at all times and agree to leave no trace.
- You agree to leave no food scraps of any kind (incl fruit skins and cores) outside on lodge grounds or in the forest.
- Ensure that foot ware and equipment is clean before entering New Zealand Native Bush, it protects our incredible wilderness from pests and disease, so we can enjoy this for generations to come
- Please Recycle - you can find details on our Lodge User Guide under the Waste Management Section. You can learn more about recycling during our Save the Planet Activity.
- Do not bring any disposables wipes (not even biodegradable wipes) and NEVER flush them down the toilet, they do block up pipes.



# WHAT IS EXPECTED OF EVERYONE?

## OUR TEAM

We have a passionate and dedicated team, from our Board of Trustees, to our Management Team and our Instructors. Together we are dedicated to assist you every step of the way, so your camp experience will be fun, stress free and full of meaningful learning opportunities.

During your stay, our Duty Manager and our Instructors will be there to answer any questions, run your instructor led activities and inspire your students (and most often the adults too)!

Everyone on our team is experienced, trained in first aid, risk management, behaviour management, child protection, and safeguarding.

Your main point of contact throughout your programme will be the designated Duty Manager. You will meet the Duty Manager during your site induction and/or briefing upon arrival.

One of the many great outcomes from our camp programs is the group culture and relationships cultivated throughout. We pride ourselves in building quality relationships. We have clear expectations of our instructors, and also of the students, parents and teachers involved in your camp, which when met, lead to a positive, supportive learning environment for all involved. These expectations are detailed below.

## TEACHER IN CHARGE (TIC)/ GROUP LEADERS

A TIC has specific duties before, during and after your school's programme. They are the main point of contact between the Duty Manager and the school.

Before the commencement of a camp, the TIC will (once dates have been booked) come to an orientation visit, organise the distribution of relevant information to all attending, including ensuring all students and adults complete the Medical and Dietary Summary Sheet and sign the relevant Risk Disclosures. We also ask that they explain the responsibilities of accompanying adults to any adults coming to camp, and have a conversation with the students about upholding school rules and consider AOEC's guiding principles (the 4 C's) whilst at camp.

Lodge User Guide: It is the TIC's responsibility to read the Lodge User Guide before camp and make sure Adults in the group are familiar with its content.

During your camp, we ask that the TIC be available at **8:15am each morning to meet with the Duty Manager for the Daily Briefing**. In this meeting, we will discuss how students were overnight and any concerns you, parent helpers or students have and what the process is for the day.

During each day, the TIC will ensure that accompanying adults are ready and with their groups when required, and are on hand to assist and resolve any behavioural issues that may occur. The TIC will ensure students and adults are ready on time for their activities. It is important that activities start on time and without delay.

The responsibility of the students and participating adults lies with the TIC at all times, with the exception when groups are in an instructor-led activity.



## ACCOMPANYING ADULTS

The adult role is important in helping create a safe, positive and supportive environment for student participants. A big part of this role is to support the instructor with your group, and enhance the programme in a positive way. Accompanying adults do have responsibilities at camp. Observation, behavioural management and support is the most likely scenario, and will often be the most helpful for instructors.

Bringing too many adults to camp, is often not very helpful and we ask that no more than 3 adults attend each activity (with the exception of the River Challenge and our Survivor and Bush Orienteering activity). Additional adults are only required for high needs students.

### NOTE FOR PARENTS/ADULTS ATTENDING CAMP:

In some instances parents/supervisors assume that the instructor has everything under control and taken their responsibilities in activities too lightly. The result can be an accident or an incident that can have an affect on the whole camps. Please be aware **YOUR ARE NEEDED and you have RESPONSIBILITIES**. In order to keep your students safe, please be aware of the following:

- Be ready on time. There are so many jobs a parent has while at camp, make sure you are organised and ready to start the activity together with the students.
- Be present from the beginning of each session, including the safety brief, until the end. Please do not leave the session unless it is an emergency and you have let the instructor know. The safety of the students depends on you being there to assist for the duration of the activity.
- Please do not bring your own equipment to specific instructor-led activities. The activities are geared for students and adult participation is not always a given.
- Please act responsibly. Remember the children will copy your behaviour.
- **Please do not talk when the instructor is talking**, especially during the safety brief. If you talk with students or other adults while the students are being taught, it distracts the children as well as the instructor. Students may not only miss a very important safety instruction but talking may also prevent others from hearing.
- Keep discipline if necessary. It is not the instructors task to discipline the children.
- Watch, listen and learn.
- Not all the children are able to pay attention all the time. This is why we need Supervising Adults and the specified ratio. Assist the children that need help **WHEN THEY NEED IT** and so keep them safe. **DON'T DO THE ACTIVITY FOR THEM**. You will learn what to do during the safety brief at the beginning of each session.

Under some circumstances, the instructor will ask that the adult helper of their group should be switched with another adult. In some circumstances specific students get so much more out of activities if they don't have their own parent as an adult helper. Please respect this and don't be offended, your child will be safe and in the expert hands of our instructor.

## PARENT-LED ACTIVITIES

It is important that teachers/parents that facilitate specific activities, read the SOP's the week before coming to camp, so they become familiar with what they need to do, how to do it and how to minimise risk for the specific activities and can ask any questions they may have on arrival.





## PARTICIPANTS/STUDENTS

We expect all students to treat our place like it is their own. Respect for staff, each other, and most importantly, the environment. Participants should expect to be treated with respect, and be supported in a positive way in order to achieve their goals. Therefore, during students' welcome on arrival, the duty manager and also instructors, at the start of activities will lay out some clear expectations for behaviour and attitudes as follows:

At camp you can expect to:

- Be treated with respect by everyone (other participants, adults, teachers and staff)
- Be in an environment that is supportive and caring 100% of the time
- Be challenged and encouraged to push your boundaries
- Be kept safe during all activities
- Achieve your goals

In return, it is expected that you:

- Apply **Common Sense** at all times. Think before you speak or act.
- **Courtesy** - Treat everyone with kindness and respect. Strive to make those around you feel cared for and supported
- **Consideration for the Environment** - It is everyone's responsibility to care for the Natural Environment. The most important thing to take into Nature is RESPECT
- **Communication** - Follow the instructions at all times. If something scares you or pushes you beyond your comfort zone, that is ok. It is important to let your instructor or an adult in your group know, so you can be supported in the process of pushing yourself and facing every challenge head on.

These expectations also apply to accompanying adults and teachers, and are shaped by our safeguarding and child protection policies.



## ARRIVAL - WELCOME & SETTING UP

**For everyone's safety, can we please inform all drivers (including parents dropping off and picking up children to slow down especially on the upper part of Wright Road (from the Upland Rd turn off). Treat it as a single lane road and keep speed limits to 60km/hr or lower on corners. This way we can ensure everyone is safe and that neighbours don't negatively impact the renewal of our lease when it comes up for renewal.**

Upon arrival, the TIC will need to do the following:

- Sign in on the occupancy log, found at the Safety Station in the Kitchen
- Record the number of Students & Adults at camp (including day visitors)

The Duty Manager will welcome everyone from your group, going over the things students need to know while at camp. Then, while the students are setting up their bunks, the duty manger will meet with all the parents and teachers, who will be briefed on safety and emergency information and other things to know while at camp.

- Wardens will be appointed to each dorm. Wardens duties can be found on the last page of the emergency action plan.
- Someone will be appointed to be in charge of the marshal burner, which heats the water for the showers.
- If you have any activities that are run by parents, this is the time to ask any questions you may have. Our duty manger or an instructor, will run parents and teachers through the self-led activities.

If you are arriving early (if pre-arranged) and we have an activity planned for you off lodge grounds, such as a bush walk, the welcome and set up will happen as per your camp program.

## MOBILE RECEPTION

Please note that this is very patchy. When inside, best reception is when the phone is on the Kitchen window sill. Answer calls or txt messages by going outside into the shade sail area or into carpark. Don't pace while talking. Be sure txt messages have sent, before walking away, especially if it is an emergency call.



## DURING YOUR PROGRAMME

At 8.15am, every morning, the duty manger will meet with the TIC's to go over any feedback from the previous day, over the roster of the day and what is required and to answer any questions. TIC's can ask parents to be part of this meeting. At this meeting any weather related changes will also be discussed.

It is important that activities start on time and that both adults and children are present from the start. It is easy to loose track of time during morning tea, lunch times and afternoon tea breaks, be sure to ring the bell 5-10 minutes prior to the start of activity, to allow for last minute toilet needs and to check for correct clothing and footwear. Correct clothing and footwear applies to adults too.

We ask that adults and students are fully engaged during activities, and therefore phones are put away and only used for photos where necessary. Students are not permitted to take photos during activities, as full engagement in the activity is important for safety reasons and to keep students focused on the activity.

### Who is ultimately Responsible for participants

The responsibility of Health and Safety of Students and Adults of the Group lies ultimately with the Group Leader at camp (i.e. Teacher TIC) and the organisation (i.e. School)/Organisation) who made the booking. During Instructor Led activities, AOEC holds the responsibility of Health & Safety for the participating students and adult helpers.

### Out-of-bounds Areas

The bush area surrounding the lodge and in the centre of the driveway **is strictly out of bounds**, and is marked with a post and rope fence. Forest resting & recovering!

If you are in the bush, please only follow tracks marked with an orange triangle unless your activity off track is authorised by AOEC management.

**Parking and Tenting on Field:** If it is wet and rainy, cars are not permitted on the playing field. Tents are best pitched on far side of field when wet.



## HOUSE KEEPING

We ask that facilities are kept in a generally clean condition throughout your stay. All cleaning products are provided.

**CLEANING THE FLOORS:** Please note that we have micro-fibre mops, please follow the instructions. Sweep or vacuum the floors first, before mopping, then use the BioZyme Squirt bottles to wet the floor before mopping.

It is your responsibility to refill **Paper Towels & Toilet Paper**. Spares and the key for the dispensers are in the boiler room.

## WASTE MANAGEMENT

Appoint someone from your group to be in charge of waste management and to ensure recycling is done correctly and is disposed off correctly at the end of your stay.

Ensure your group knows **how** to recycle, **what** can be recycled, how to minimise rubbish and how to deal with any food scraps.

- Please avoid single serve and unnecessary packaging.
- Please do not bring plastic craft materials or glow sticks, they will end up in landfill forever.
- **Recycling** - please look after our planet and recycle whatever possible. Keep some of your boxes, so you have something to take the recycling home or to the transfer station. Recycling Bins are in the Kitchen Washing-Up area. Please wash your recycling before placing in bins. You are required to take recycling with you at the end of your stay. You can recycle the following. All recycling must be clean.
- Plastics 1, 2, 5, (remove all lids and be sure every item is clean)
- Tin cans and Aluminium Cans (make sure they are clean)
- Glass (make sure they are clean - no lids)
- Soft Plastics (it needs to be clean and dry)
- Bins are provided for any food scraps
- **Cardboard and Paper**, along with paper towels from Ablution Blocks can be burned in Marshal Burner.
- **Soft Plastics:** (this includes muesli wrappers and chippy packets) this **must be empty, clean and dry** and must be condensed and tied of in bread bags to minimise space. If in doubt throw it out
- **Fruit Stickers** - please remove these before handing out fruit and stick them on the sticker sheet in the kitchen. It also prevents stickers from being disposed of outside where birds may pick them up.
- **Food scraps & compostables** EXCLUDING HAM, BACON OR PORK must be placed in the black buckets provided. Make sure the lids are firmly closed if bins are outside. Txt Nick on 027 270 5596 if you have 2 or more buckets full on any day and at the end of your stay.
- **Rubbish** - take everything with you at the end of your stay. If you recycle as per instructions and dispose of food scraps as asked, your rubbish bags should be not smelly or leaking on your journey home/back to school.
- **Thank You for making environment friendly decisions!**

## DEPARTURE

On the last day of your stay, you are required to do the following:

- All mattresses are standing up on the bunks. (One mattress per bed)
- No Rubbish or belonging are left in the dorms
- All furniture is back where you found it (Photos are provided for this)
- Dishes are done, dried and put away (as per photos provided). Please ensure dishes are properly dry before putting them away - students may need to be supervised.
- Rubbish is bagged up (this will go back to school with you)
- Recycling is boxed up (this will go back to school with you)
- Soft Plastics are checked to be clean and dry and condensed into bread bags and tied off
- Any paper and cardboard and paper towels from the ablution blocks can be burned in the marshal burner.
- Rubbish check on Lodge grounds
- All dirty cloths and mop pads in the laundry tub in the Boiler Room
- Make sure you do a final check to ensure that none of your groups belongings are left behind.

It is important that you leave on time, as pre-arranged, so that the cleaners can complete the departure clean before the next group arrives.

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## FEEDBACK

At AOEC we pride ourselves on building quality relationships and delivering high quality outdoor educations programmes. We take the feedback given to us by schools seriously so we can continue to deliver educational, fun, and safe experiences for all our participants. On the last day of your camp, we'll talk to you about how to give us your feedback, and we can pencil any future bookings into our calendar.





# HOW TO CONTACT US

If you have any questions please contact us

- **Email** [info@aoec.org.nz](mailto:info@aoec.org.nz).

Email is always best, as this way any of our staff can answer your questions and we don't miss anything.

- **Phone** 07 578 3477

Sometimes it is best to talk things through, but as we are often out and about working with groups, it is best if we can schedule a call, so we can give you our undivided attention. Send us an email with to ideal times to get hold of you, and we will let you know which one works best. We will call you at the pre-arranged time.

- **Address** 16 Pikirangi Road (formerly know as 834 Wright Road), Aongatete, Katikati

