

PALM GROVE Y6 CAMP - MARCH 2019

INFORMATION LETTER

Dear Parents/Caregivers,

February 2019

As part of our Education Outside the Classroom programme, we are currently organising the camp for the Year 6 students in Rooms 10, 11, 12 and 13.

This camp will take place at Palm Grove Holiday Camp (www.palmgrovecamp.co.nz), Valley Road, Paraparaumu, owned by Brandon and Helen Hindry. We will depart Waikanae School on Wednesday 20th March and return Friday 22nd March.

For many year sixes, it is the first time that they have stayed away from home without their parents. This can result in homesick children. If your child has not stayed away from home before, please consider allowing them a sleepover before camp with family or friends. Please be reassured that we will look after the children in such circumstances and will call you if necessary. We have always managed to settle children in the past.

The cost of the camp, which is \$135, is in addition to the activity fee for the term.

We require a few parents/caregivers to help supervise students for the duration of the camp, including overnight, and possibly some helpers to supervise activities during each day.

Please note that activities run from 8.45am to 6pm approximately on Wednesday and Thursday.

As a courtesy to the camp kitchen we will need to know if you are planning to visit, so please fill in the supervising and visiting form which accompanies this letter.

We also require transport to and from the camp. We will be loading the vehicles at school from 9.00am on Wednesday 20th March and we wish to be away from the campgrounds between 2 and 2.30pm on Friday 22nd March. If you are able to transport children please fill in the accompanying form.

Please find attached the following forms and lists which need to be completed and given to your child's teacher. The process of organising police checks for adult helpers and putting our documentation through Board of Trustee approval all takes time. Until all of these criteria have been met we cannot take the children on camp.

- Parent Consent and Risk Disclosure (to be filled in by all)
- Supervising and Visiting Form (to be filled in if you wish to help or want to visit and require a meal)
- Volunteer Contract and activity strengths (to be filled in if you are interested in being a camp helper)
- Consent to disclosure of information form (to be filled in if you are interested in being a helper at camp)
- NZ Police Vetting Service & Consent Form (for any adult wanting to stay overnight at camp)
- Transport Form (to be filled in if you are able to help with transport to and/or from camp)
- Medical Form (to be filled in by all)
- Activity list (for your information)
- Equipment List

If you would like any more information please contact Paul Hammond in Room 11 (p.hammond@waikanae.school.nz). We ask that this information be returned to school as promptly as possible, so that we can continue with our organisation. Money can be paid at a different date. Thank you for your support and understanding. We are looking forward to another awesome camp! Please return the appropriate forms by Friday 22nd of February to your classroom teacher.

Regards;

Paul Hammond and Te Aramoana Team

Parental Consent

I agree to my child/myself taking part in the EOTC event and have read the information sheets. I agree to their/my participation in the activities described. I acknowledge the need for them/me to behave responsibly.

Acknowledgement of risk

I have read the EOTC event information sheets and I understand that there are risks associated with involvement in school EOTC events and that these risks cannot be completely eliminated. I understand that the school will identify any foreseeable risks or hazards and implement correct management procedures to eliminate, isolate or minimize those hazards. I understand that my child has been involved in the development of safety procedures. I will do my best to ensure that my child and I follow these procedures. I know that I am able to ask any questions of the school about the activities I/my child will be involved in, to gain a better understanding of the risks involved. I recognize that participation in such activities is voluntary and not mandatory. My child and I both understand that I/they may withdraw from the activity if I/they feel at risk. This must be done in consultation with the person in charge.

I understand that the school does not accept responsibility for loss or damage to personal property and that it is my responsibility to check my own insurance policy.

To be read and signed by adult participant/caregiver of child participant.

Caregiver/Parent Signature:

Date:

The information contained in this form must be taken on the event and a copy of the information must be retained by the school.

PALM GROVE Y6 CAMP – MARCH 2019 - SUPERVISOR EXPECTATIONS

We are very grateful for our parent helpers as we couldn't run Y6 camp with you. If you are planning to volunteer, it would be good to know any strengths or weaknesses you have when we are planning which activity you could supervise. Could you please indicate below on the list of the activities, which areas you would prefer or not prefer to supervise, giving reasons if necessary. Activities run on Wednesday afternoon and all day Thursday followed by the pool and waterslide before dinner. On Friday morning we all go up the hill track at the back of camp, a race for those who want to be King or Queen of the mountain.

ACTIVITY ONE

Camp Skills-

Children will construct shelters from tarpaulin and ropes using the trees and branches in the area. They will also cook on a camp stove and eat their creations.

Pitching a tent

Children are to put up and take down a tent by themselves under supervision.

ACTIVITY TWO

Orienteering

Using a map of the campgrounds, children locate checkpoints. All of this activity is carried out within the grounds of the camp and is often a race to be the quickest.

ACTIVITY THREE

Low Ropes (led by camp owner)

Children are harnessed and attached to the course. They move around a course presenting a variety of challenges. The course is 1.5 metres above the ground.

ACTIVITY FOUR

Crafty Critters - fun craft activity-

Make a critter like you have seen on camp! Using recycled materials, make a model insect to take home.

ACTIVITY FIVE

Confidence Course -

Children move around a course with varying terrain and obstacles.

ACTIVITY SIX

Archery-

Archery Tag - a new activity which has recently been purchased from the USA.

Chase the light

Children chase around an area of posts that have flashing lights on them. There is a random sequence and it is a race to be the fastest.

Please note with regards to supervision:

Paul Hammond (syndicate leader) will be responsible for dealing with any first aid or behaviour issues.

Parent supervisors will need to use their initiative and be aware that:

- Servers are required for children's meals. Adults eat after all the children have been served.
- Camp duties require a parent supervisor eg: cleaning toilets, table setting/clearing, washing cooks' dishes, preparing vegetables etc and you will be allocated a group to help manage.
- Parents should not contact other children's parents with concerns regardless of if they are friends or not. They must go to a staff member even if it is late at night or the middle of the night.
- Behaviour management is the responsibility of the teachers. Camp is run like any school activity – it has rules and expectations of the children for their own safety. If you experience any poor behaviour, please report it as soon as possible to one of the teachers so it can be dealt with.

PALM GROVE Y6 CAMP - MARCH 2019
SUPERVISING AND VISITING FORM

I am able to help supervise at the following times:

Whole Camp/overnight

or

During the day: Wednesday Thursday Friday

(Please indicate time)

And/or

I would like to come and visit at the following times:

WEDNESDAY 20st March	Time of visit?	Meal	Yes/No
THURSDAY 21st March	Time of visit?	Meal	Yes/No
FRIDAY 22nd March	Time of visit?	Meal	Yes/No

If you are requiring a meal please pay at the office as it will be added to our school bill at the end of camp

Breakfast - \$6.00

Lunch - \$10.00

Dinner - \$12.00

Name:	Signature:	Date:
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PALM GROVE Y6 CAMP - MARCH 2019

VOLUNTEER CONTRACT

For parents/volunteers who are assisting on the event (only overnight need to complete a police vet)

Name:	I am the parent/caregiver of ?
Address:	Telephone Home: Work: Cell Phone:

OR

I am a volunteer helper (please tick)

As a parent / volunteer helper taking part in the school EOTC event:

- I am willing to comply with requests of staff and will follow safety procedures they have set.
- I am willing to assist in aspects of running the event.
- I agree there is no place for alcohol on a school EOTC event.

I declare that I do not have:

- A history and/or convictions for of sexual abuse against children.
- A history and/or convictions for any crime in which children were involved.
- A history and/or convictions for any violence or sexually inappropriate behaviour.
- A history and/or convictions for drug related offence.

- I am willing to undergo a Police Vet (download off school website)
- I accept the terms of my involvement as stated above.

Name:	Signature:	Date:
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PALM GROVE Y6 CAMP - MARCH 2019
TRANSPORT FORM

If you are able to assist with the transportation of students to and/or from Palm Grove Camp, please complete the form below and return to the class teacher.

I am able to help with transport:

Both ways (Wednesday 20 March and Friday 22 March)

To camp only (Wednesday 20 March)

From camp only (Friday 22 March)

I can take _____ children who will each have their own seat belt.

Please read through the following carefully and answer all sections:

Information contained on this form is for health and safety and for school use only.

Current Drivers Licence Number:	
Please note any conditions of licence:	
Vehicle Make and Model:	
Registration Number:	
Current Warrant of Fitness	YES NO Dates:
Current Registration	YES NO Dates:

PLEASE NOTE

- All seat belts must be in working order and all passengers must be checked that they are being worn.
- Please remember that full care and responsible driving must be practised at all times.
- The information is a true and accurate record.
- I agree to follow the established route to and from destination.

Contact number:

Name:	Signature:	Date:
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PALM GROVE Y6 CAMP - MARCH 2019
MEDICAL FORM

Name:	Medic Alert Number (if applicable):
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1. Please tick if you have any of the following:

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> Migraine | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Chronic nose bleeds |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Travel Sickness | <input type="checkbox"/> Heart condition |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Fits of any type | <input type="checkbox"/> Dizzy spells |

For overnight events

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Sleepwalking | <input type="checkbox"/> Bedwetting |
|---------------------------------------|-------------------------------------|

2. Are you currently taking any medication? YES NO

If yes, please state ailment/s	
Name of medication/s	
Dosage and time/s to be taken	
Other treatment	

3. Have you had any major injuries (breaks or strains) or illness (glandular fever, etc) in the last six months that may limit particular activities? YES NO

If yes, please state the injury/illness:
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4. Are you allergic to any of the following? YES NO Please Specify

- Prescription medication
- Food
- Insect Bites/Stings
- Other Allergies

Please explain what treatment is required...

5. When was your child's last tetanus injection?

6. Outline any dietary requirements

7. What pain/flu medication may your child be given if necessary?

8. To the best of your knowledge, have you/your child been in contact with any contagious or infectious diseases in the last four weeks? YES NO

If yes, please give brief details.

9. Is there any information the staff should know to ensure the physical and emotional safety of you/your child? (For example, cultural practices, disability, anxiety about heights/darkness/small spaces, behaviour or emotional problems).

Yes No

If yes, please state or attach information.

- I also agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.
- I will inform the school as soon as possible if any changes in the medical or other circumstances between now and the commencement of the event.
- I agree to my child/myself receiving any medical, dental or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- Any medical costs not covered by ACC or a community services card will be paid by me.
- If my child is involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, s/he will be sent home at my expense.

Name:	Signature:	Date:
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To be read and signed by adult participant or parent/caregiver of child participant.

The information contained in this form must be taken on the event and a copy of the information must be retained by the school.

PALM GROVE Y6 CAMP - MARCH 2019
OVERVIEW OF ACTIVITIES

Camp Skills

Children will construct shelters from tarpaulin and ropes using the trees and branches in the area. They will also cook on a camp stove and eat their creations.

Pitching a tent

Children are to put up and take down a tent by themselves under supervision.

Orienteering

Using a map of the campgrounds, children locate checkpoints. All of this activity is carried out within the grounds of the camp and is often a race to be the quickest.

Low Ropes

Children are harnessed and attached to the course. They move around a course presenting a variety of challenges. The course is 1.5 metres above the ground.

Crafty Critters - fun craft activity

Make a critter like you have seen on camp! Using recycled materials, make a model insect to take home.

Confidence Course

Children move around a course with varying terrain and obstacles.

Archery

Using the new Archery Tag equipment.

Chase the light

Children chase around an area of posts that have flashing lights on them. There is a random sequence and it is a race to be the fastest.

Swimming and waterslide

Weather permitting

Mountain hike

All children climb the hill at the back of the camp on the last day. Optional race.

PALM GROVE Y6 CAMP - MARCH 2019

EQUIPMENT LIST

CLOTHING

- 2 warm jerseys or sweatshirts
- 2 pairs of long trousers or track pants
- 1 raincoat
- 3-4 sets of underwear
- 1-2 long sleeved tops
- Togs in a plastic bag/swimming bag
- 2 pairs of shorts
- 2-3 pairs of socks
- Pyjamas or sleepwear
- 3 t-shirts
- Sun hat (from home)
- 2 towels minimum

FOOTWEAR

- 1 Pair for wearing inside trainers
- 1 Sturdy pair for walking in outside, preferably trainers.

BEDDING

- Sleeping Bag or 3 Blankets and a Sheet
- Pillow and Pillow Case

TOILETRIES

- Toothbrush
- Soap
- Hairbrush
- Tissues
- Toothpaste
- Shampoo
- Deodorant (no sprays please due to asthma)

CUTLERY

- Knife, fork and spoon
- Bowl
- Plate
- Cup

OTHER

- Medication (given to the teacher)
- Sun Block
- Pegs
- Books to read
- Tea Towel
- Insect Repellent
- Indoor Games, cards...

All items must be clearly labelled.

Students will require a packed lunch and a drink for the first day.

**Please also bring home baking or biscuits to share for our morning and afternoon tea.
(To be handed into the kitchen)**

PLEASE DO NOT BRING

Expensive watches	Electronic Games
Jewellery	Lollies
Pocket Knives	Cell phones
iPod/iPad	Trading Cards