



MEMORANDUM TO PARENTS

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, hat, sunscreen and water bottle packed in their back pack for the first day as activities may begin before they pack into their lodges.

CLOTHING	✓	FOOTWEAR	✓
Must be clearly labelled with waterproof ink			
Shorts		Sandshoes x 2 (closed in, one old pair)	
T-Shirts		Thongs and or Sandals	
Socks		Wet shoes for water based activities	
Underwear		(crocs as wet shoes are unsuitable)	
Swim wear and swim shirt		BEDDING	✓
Warm Jumper/ Jacket			
Pyjamas			
Raincoat			
Full Brim Hat		2 Sheets	
Neat casual clothes for evening activities		Pillow	
Water bottle		Pillowcase	
*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.		Blanket/Sleeping Bag	
		*No sleeping bags without sheets	
		TOILETRIES	✓
MISCELLANEOUS	✓	Brush/Comb	
		Soap/ Shampoo/ Lip Balm	
		2 Towels / Washer	
		Toothbrush / Toothpaste	
Pegs (x6) & Plastic Bags (x2) for wet gear		Deodorant (No aerosols)	
Small back pack		Sunscreen (30+)	
Drink/Water Bottle (Full on arrival)		Vaseline/lanolin cream	
		Insect repellent	

**** PLEASE DO NOT BRING ****

Mobile Phones, Watches, Torches, Radios, ipods or ipads players, Computer Games,
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 relevant water based activities. Our teaching staff are required to attain and update a wide variety of accreditation including:

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



PARENT / 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. **However, if necessary, parents may contact the Camp School Office between 8.00am and 4.00pm. Emergency calls after these hours will be diverted to an "on call" administration staff member.** If a student needs medical assistance for any illness or injury, parents will be contacted. There will be occasions when sensitive welfare issues will occur. In all cases parents will be contacted. Parents can be assured that minor health and welfare incidents are managed sensitively by our staff.

The school contact details are:

Address - Corner Sports Drive and Morala Ave Runaway Bay Phone - 5500 9988 Fax- 5500 9989
Website: <http://www.sportssupercentre.com.au>

SECURITY AND NIGHT PROCEDURES

During the night our Security Officer patrols the grounds and cabin areas from 9.30pm through to 7.00am. The visiting school teachers supervise the students whilst in their cabins and during recreation time. Throughout the night all cabin doors are locked only from the outside, allowing students to exit easily in the event of an emergency. The visiting school teachers and the welfare officer will assist the children or manage any emergency that arises. A staff member from camp administration is on 24 hour call to assist with any problems. Visiting staff will conduct a head count in each cabin during which sleepwalkers are checked and any potential bed wetters are discretely directed to the toilet to minimise any accidents or embarrassment. If your child does sleep walk or wet the bed your help in telling students to choose a bottom bunk would be appreciated.

SPECIAL ARRANGEMENTS

It is required that parents write a covering letter to the Principal of the Centre if any additional arrangements concerning your child are deemed necessary. This would apply to travel, health, food, any custody issues, visitors to camp expressing guardian permission, early departures, absences from camp, physical activities, swimming and any other matters.

Whilst on camp, students may complete fitness tests and cognitive tests as part of the program. No student names are recorded however the data may be used for research projects.

FOOD AND VALUABLES

Please do not allow your child/children to bring any food to camp. 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 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 a user pays system. Subsequently all negotiations for refunds will need to take place with your child's school. This will be dependent upon special circumstances only.

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 child's school. They can contact the Centre if necessary. Constructive feedback is always appreciated. We trust that your child's stay will be a memorable and enjoyable experience.