



## Booking Information – school group

This document must be read in conjunction with the Booking Form and Terms & Conditions.

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### 1. Confirming a Booking

To confirm a booking please:

- 1) sign and return the booking form, and
- 2) pay the deposit Invoice by the indicated due date

The booking reservation and quote will be held for seven (7) days from issue, after which time those dates/programs may be offered to other groups. Please note that bookings will not be confirmed until both signed Booking form and deposit payment are received.

### 2. Quote

The quote will contain a summary of the services included and forms the minimum hire amount payable as indicated on the booking form. Please check that the quotation is correct and contact us as soon as possible if any clarification is required. Any additional services requested in writing after the quote has been issued will be included in the final invoice following the event.



### 3. School Adventure Package inclusions

The following items are included in the standard 3D2N or 2D1N school package.

- **Accommodation**  
The accommodation specifically allocated to groups will be determined by Mylor Adventure Camp and will be advised in the pre-arrival information.
- **Meals**
  - First day - afternoon tea, dinner, supper
  - Second day - breakfast, morning tea, lunch, afternoon tea, dinner, supper (3D2N only)
  - Last day - breakfast, morning tea, lunch
- **Programmed activity** (students only - group size maximum 16)  
Adventure School Package activities are based on total participant numbers and group sizes, as outlined below. **Premium** activities have a higher instructor to participant ratio, requiring additional Adventure staff. Choice of **Standard** or **Premium** activities is made in consultation with the Adventure Program Coordinator and is subject to availability, environmental factors, and age/height restrictions.

Please refer to Annexure A - Onsite Activity Descriptions, for further detail of **Premium & Standard** activities.

#### 3D2N - 8 Activity Sessions

Up to 32 participants	7 x Standard	1 x Premium
33 - 80 participants	6 x Standard	2 x Premium
81 - 128 participants	5 x Standard	3 x Premium
129+ participants	n/a (custom program required)	

#### 3D2N – Session time & length

- Session 1 – 1.30pm to 4.30pm
- Session 2 – 9.30am to 12.30pm
- Session 3 – 1.30pm to 4.30pm
- Session 4 – 9.30am to 12.30pm

#### 2D1N - 6 Activity Sessions

Up to 32 participants	5 x Standard	1 x Premium
33 - 80 participants	4 x Standard	2 x Premium
81 - 96 participants	3 x Standard	3 x Premium
97+ participants	n/a (custom program required)	

#### 2D1N – Session time & length

- Session 1 – 12.30pm to 4.30pm
- Session 2 – 9.00am to 12.50pm

- **Home space** – exclusive home space provided including audio/visual equipment (the area allocated to each group will be determined by Mylor Adventure Camp).



#### 4. Additional Services

Any additional services must be arranged at least thirty (30) days prior to the booking and in writing with Mylor Adventure Camp and may be subject to additional requirements and costs.

The following services are not included in the standard school adventure package and will incur an additional cost as indicated (all prices including GST).

- Additional Catering
  - Breakfast - \$9.90 per person
  - Lunch - \$14.30 per person
  - Dinner - \$19.80 per person
  - Each main meal includes snack
- Campfire - \$110 each (not available during the Fire Danger Season)
- Indoor Heated Pool use
  - Self-Supervised - \$110 per booking (Supervisor must have Pool Lifeguard qualifications)
  - Supervised swimming - \$55 per hour
- Additional program activity – in addition to session times as indicated above,
- Night program activity - subject to group size.
  - Night Bush Walk
  - Navigation Challenge
  - Quiz Night
- Animal/Reptile/environment suppliers - on site or off site activities (price on application)
- Marquees, equipment hire, and other third party activity hire (paintball, jumping castles, climbing walls etc) are available on request.

**A minimum of 30 days advance notice is required for any additional services.**

#### 5. Minimum Hire

The quotation is calculated on the number of students & leaders that are advised will attend camp at the time of booking. This cost is the **Minimum Hire** amount indicated on the Booking Form and will be charged despite less attendance.

If the number of students/guests attending is likely to be more than the number indicated on the quotation, we must receive notification at least three (3) weeks before the booking so we can make the necessary changes to catering, programming and accommodation arrangements. Additional fee, based on the quoted unit price, for each additional student will be added to the final invoice. In some cases, usually where the group is already at the maximum number for an accommodation block, we may not be able to cater for increased numbers. Any change in final guest numbers or change in arrival and/or departure times advised past this date will incur additional charges.



## 6. Sharing the Site

Mylor Adventure camp caters for multiple groups camping simultaneously - this allows us to cater for smaller groups whilst keeping prices affordable. We take great care in matching suitable groups (eg primary school with primary school) to ensure that the quality of the experience and the safety of guests is not compromised.

Each camp will run separately. Each group will have their own separate accommodation zones, home space and activity instructors. Both groups will share the dining room for main meals, which will be hosted by our staff. Our staff may be responsible for washing dishes at main meal times however each group remains responsible for table clearing and general tidy up.

## 7. Catering

We are committed to offering a healthy, balanced menu including meats, chicken, fresh fruits, fresh vegetables and salads to all our clients. Details of sample menus, standard meal times, dining room operations and visitor roles/responsibilities are described in the attached booklet **Catering and Dining Room Information**. It is essential that group leaders:

- i. Read this booklet prior to arrival, and
- ii. Pass on relevant information to students.

Our catering team will usually be present in the Dining Room/Kitchen from 7:30am to 7:30pm Monday to Friday. While the group host should be the first port of call for any enquiries while on camp, please also feel free to seek out a catering staff member with any questions.

Please note that any meals not included in the standard school package must be requested in advance and will incur the indicated cost.

Any dietary requirements requested less than seven (7) days from the bookings will not be accommodated.

## 8. Programmed Activity

Onsite activity equipment and infrastructure can only be used when a qualified Mylor Adventure Camp staff member is present.

The indoor swimming pool can be used only on receipt of the signed Swimming Pool Declaration form.

Our program coordinator will contact the school group leader approximately six (6) weeks prior (where possible) to the booking to discuss and finalise the activity program.

The activity program will involve a rotational program of facilitated group adventure activities between indicated times above (refer Point 3), breaking for m/tea, lunch and a/tea where applicable. Groups must be no bigger than sixteen (16) participants in order to maintain adequate instructor/participant ratios.



The quoted price allows for groups of no more than sixteen (16) participants. If an increased number of participants per rotational group is required (ie to align with your house structure etc) then this will incur an extra cost.

## 9. Water Safety

### Pool

Mylor Adventure Camp has a 10m x 5m indoor heated pool which is available for hire for use during free time. Supervision is essential at all times and the pool will be locked when not in use. Pool supervisors must be adequately qualified and hold a minimum qualification of Pool Lifeguard or similar and have signed the Swimming Pool Declaration form available on request.

### Onkaparinga River

Mylor Adventure Camp is surrounded on three sides by the Onkaparinga River. The Onkaparinga is an unfenced watercourse of variable flow containing snags, sunken branches and other natural hazards. Swimming in the Onkaparinga River is not permitted unless it is associated with canoeing/kayaking activities supervised by qualified Mylor Adventure Camp staff.

## 10. Duty of Care

It is a requirement of Baptist Care Adventure that the school teachers/supervisors/leaders maintain duty of care for all students in their care at all times. Although our staff will facilitate the programmed activities, a minimum of one adult (teacher or school volunteer) is required to supervise each group at all times throughout the day to assist with group management and to maintain the duty of care. If the adult supervisor leaves the group at any time, the facilitator may need to stop the activity until a replacement supervisor is present.

Teachers should be familiar with the “*Camps & Excursions Guidelines for Schools & Preschools*” issued by the SA Department for Education which explains the duty of care obligations in detail.

## 11. First Aid

First Aid is the responsibility as part of your duty of care.

Schools are responsible for providing appropriately qualified First-Aiders, bringing their own First Aid kits and administering First Aid to members of their group as required. (Refer to Duty of Care above). It is also the school’s obligation to collect and manage medical and emergency contact information of the group.

While Mylor Adventure Camp staff are trained in first aid and may be able assist where possible, there is no guarantee that our staff will be available (or even on site) at the time of an incident.

We have a first aid room available onsite if required. Your host will indicate where that room is located.



## 12. Emergency Procedures

Our Emergency Response Plan document is available upon request. In answer to some commonly asked questions:

- All sleeping areas are fitted with interconnected smoke detectors with 24 hour off-site monitoring
- Fire equipment and systems are routinely maintained
- Fire extinguishers installed in all buildings
- Our after hours host is 'on call' 24 hours a day, 7 days a week and can be contacted in case of an emergency.

## 13. Bushfire Risk

Mylor Adventure Camp is situated in the Adelaide Hills and bushfires can present a natural hazard during the summer months. Our Bushfire Survival Plan is available upon request.

The Fire Danger Season of the **Mount Lofty Ranges CFS** district, of which Mylor Adventure Camp is a part, usually extends from the 1<sup>st</sup> of December through to the 30<sup>th</sup> of April the following year. Our Bushfire Action Plan dictates the procedures and cautions we are obliged to take during this time. Details of Fire Danger Season dates can be found on the Country Fire Service (CFS) website - [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)

Mylor Adventure Camp has adopted procedures for days of rated fire danger which are consistent with the procedures developed by the SA Department for Education for schools and outlined in the "Camps & Excursions Guidelines for Schools & Preschools".

Where the fire danger rating (FDR) is forecast:

- CATASTROPHIC – Mylor Adventure Camp will close. Any group on site will be evacuated to a 'safer place'.
- EXTREME – Any groups due to begin camp on an Extreme FDR will postpone their arrival until the FDR is Severe or lower. Groups already on site may remain on site if it is safe to do so following a risk assessment, with constant monitoring of any emerging threats.
- SEVERE - Mylor Adventure camp remains open for business, with monitoring of any emerging threats.

In the event of a bushfire emergency, Mylor Adventure Camp has a designated 'Last Resort Refuge'.



## 14. Before You Arrive

Once your booking has been confirmed you will receive pre-arrival information from us by email, containing the following:

- i. Pre-arrival information requesting final numbers and other details for camp planning purposes. NOTE – the final invoice will be generated from this information. The minimum hire amount is still applicable as per above information regardless of less attendees being expected at this point.
- ii. Accommodation plans showing the layout of buildings and beds to be completed with all guests.
- iii. Swimming pool declaration stating terms and conditions of swimming pool use outside of programmed activity times.
- iv. A document to list details of visitors' medical dietary requirements and/or special needs.
- v. A document to list details of visitors' medical conditions, medication(s), other treatment(s) and/or special needs.

This documentation will need to be completed and returned by the indicated due date.

If applicable, the group leader will also be contacted by our program coordinator to discuss and confirm the details of the camp program (e.g. activities requested, number of groups, number of activity sessions per day).



## 15. Arrival procedure

We are potentially managing multiple on site arrivals / departures around the same time involving a number of different vehicles and it is imperative that the following instructions are strictly adhered to in order to maximise the safety of all persons on site.

You will be allocated a specific arrival time as indicated on your booking form. This is the earliest time your bus can arrive on site. You will then have a window of **30 minutes** before your bus must be off site. Please ensure that this time frame is communicated to your bus company.

Buses arriving outside of this window will be instructed to return to Cooper Reserve on Silver Lake Road and await further communication between us and the school leader.

On arrival in your allocated window, please direct your bus driver to stop at the arrival gate – you will be met by your Host, who will direct your driver where to turn around and unload – **at no time is a bus permitted to pass the gate without instruction from a Mylor Adventure Camp Host, and must follow all instructions issued.** The Host will direct your students to unload and store your luggage in a designated area until your accommodation is available. They will then show you to your designated home space (or other available group area) for your site and safety induction. You will be able to use this area for lunch prior to commencing programmed activity.

All teachers/adults/school support staff arriving prior to the bus must report to the campsite office.

The host will present a brief induction session to the entire group, covering key information that all visitors need to be aware of (eg facilities, property boundaries, site safety and daily procedures). Please ensure that all of your group members are present during the induction presentation.

At the end of the induction presentation your host will give the group leader an induction folder containing:

- i. Information about facilities, safety and emergency procedures and emergency contact phone numbers.
- ii. A copy of the camp program.
- iii. A list showing the names of everyone in the group that are expected to attend based on the information received prior to arrival. We ask that you return the completed plan(s) to us before you arrive. **Please check the list of expected visitors and cross out the names of all people who are not present** (or who may be arriving at a later stage, in which case show when they are due to arrive/depart).
- iv. A form which the group leader **MUST** sign to verify understanding of the induction talk and have been given an opportunity to ask any questions of the host.





## 16. Departure Procedure

We request that all guests vacate accommodation rooms **by 8am** to allow for cleaning to commence. Once the rooms have been vacated, all guests are to use the central toilet block and are not to re-enter the accommodation rooms. Your Host will direct you where to store your luggage until departure.

Students are expected and required to clean all allocated spaces prior to vacating, including vacuum/sweep and removal of all belongings and rubbish. Mylor Adventure Camp staff will facilitate clean up from 730am on departure day. Please refer to the attached End of Camp Cleaning Checklist for full details – your Host will go through this with you and programed activity will **not** commence until completed satisfactorily.

Departure time is no later than 2pm. Buses are not permitted on site until 12.45pm. Should they arrive early they will be requested to wait at Cooper Reserve on Silver Lake Road– please ensure your bus company is made aware of this. Please ensure that a **Feedback Form** is completed prior to departure. This form contains final numbers and other details for efficient invoicing, so it is essential that this is returned to the host.



## 17. Emergency Contact Details

### Visitors to call 000 immediately in emergency situations

If using one of the Mylor Adventure Camp phones, please dial '0', followed by the number.

#### Emergency Services

Police, Fire Brigade, Ambulance (free call)	000 (Landline and Mobile) 112 (Mobile only)
State Emergency Service (SES)	132 500

#### Police

Police Attendance	131 444
Mount Barker Police Station (24 hours)	8398 1700
Stirling Police Station (Office hours)	8339 2422

#### Fire

Country Fire Service (CFS) – Region 1 Headquarters	8391 1866
Country Fire Service (CFS) – Mylor Station	8388 5200

#### Medical (with 24 hour Emergency Department)

Mount Barker and Districts Health Services <i>Wellington Rd, Mount Barker – 24 hour Emergency</i>	8393 1777
Flinders Medical Centre <i>Flinders Drive, Bedford Pk – 24 hour Emergency</i>	8204 5511
Women's and Children's Hospital <i>72 King William St, Adelaide</i>	8161 7000
Poisons Information Line	131 126

#### Baptist Care

Mylor Adventure Camp (24 hours emergency on-call)	0413 701 085
Angela Jolly (Acting Operations Manager, Mylor Adventure Camp)	0437 802 514
Ben Hopkins (Manager, Adventure Services)	0412 036 667
Tobin Hanna (Senior Manager)	0448 893 684



## 18. Packing list for school camps

For your safety and enjoyment, we ask that you pack all of the equipment listed below, and that you don't bring things that you are asked not to bring. Please pack all of your gear into **ONE MEDIUM SIZED** duffel bag (or similar), plus a sleeping bag & pillow. Do not bring excess gear as luggage space is limited. Consider warmth, sun protection and comfort when packing (avoid short shorts or clothes that you do not want to get dirty). Please note that you are required to wear **footwear at all times** around the campsite at Mylor Adventure Camp.

### TRAVEL CLOTHES

- Bring a change of clothes you are comfortable wearing on the bus to and from camp.

### PERSONAL CLOTHES & EQUIPMENT

- 2 sets of day clothes
- 1 set of night/bed clothes
- Comfortable enclosed shoes (not the ones you'll use for aquatic activities)
- A change of socks and underwear for each day of camp
- Sleeping Bag
- Pillow
- Toiletries
- Torch
- Water bottle
- Personal medication (eg ventolin, epipen)

### AQUATIC SPECIFIC CLOTHES & EQUIPMENT

- Old sneakers, wetsuit booties or reef sandals that can get wet and dirty (no thongs)
- Bathers, board shorts and a rash vest or t-shirt (no singlets)
- Garbage bag for wet clothes
- Broad brim hat
- Sunscreen
- Towel

### OPTIONAL

- Beanie and gloves (if the weather is cold)
- Rain jacket (if rain is forecast)
- Goggles
- Disposable camera
- Sunglasses

### PLEASE DO NOT BRING

- Electronic equipment (including mobile phones, MP3 players, iPods, iPads)
- Nuts or nut products
- Aerosol sprays (eg deodorant, perfume, repellent, etc...roll-on only)
- Wrapped lollies or soft drinks
- Pocket Knives
- Any items that are against school rules



## 19. Group Leader's Checklist

### Before you arrive, you have:

- Read and understood the information provided in this and the accompanying documents, including the cancellation procedure and terms and conditions of hire
- Confirmed the booking (see above)
- Made arrangements to bring adequate support staff, First Aid and sporting equipment

### When you arrive, you will:

- Hand a pre-prepared list of names of Group Leader(s) and students in attendance to the host if not already provided.
- Confirm with the host details of any visitors with special needs (e.g dietary requirements), allergies and physical and/or mental conditions, if not already advised.
- Confirm with the host details of any visitors who are taking or will need to take medication during their visit.



## Annexure A – Onsite activity descriptions

Standard School Package activities are based on total participant numbers and group sizes as outlined below.

**Premium** activities have a higher Instructor to Participant ratio, requiring additional Adventure staff. Choice of Standard or Premium activities is made in consultation with the Adventure Program Coordinator and is subject to availability, environmental factors and age/height restrictions.

<u>Activity</u>	<u>Description</u>	<u>Ideal Age Range</u>
<b>Premium Activities (require a higher staff to participant ratio)</b>		
Canoeing	Participants are fitted with a PFD before learning basic canoe techniques and going for a paddle along the river	Year 5+
Crate Stacking	Participants work together in teams to build a tower of milk crates while one participant at a time challenges their fears and stands on top of the tower	Year 3+
Flying Fox	Participants are harnessed in before zooming 200 metres down the Flying Fox	Year 3/4+ (weight/height restrictions)
Mountain Biking	Basic skills mountain biking within the Mylor property progressing from flat surface skills to introductory single track downhill	Year 6+
Giant Swing	Participants are harnessed in and hauled up 8m in the air where they pull the release cord and swing back through the air	Year 3/4+ (weight/height restrictions)
<b>Standard Activities</b>		
Archery	Participants are taught basic archery technique before trying their hand at target archery	Year 5+
Bouldering Wall	Participants learn basic bouldering and spotting technique before attempting to make their way around sections of the indoor bouldering wall	Year 3+
Bridge Building	Participants work together in a team to problem solve and build a bridge out across the river to a platform (without falling in!)	Year 3+
Challenge Course	Participants work together in a team to negotiate a multi-stage muddy obstacle course	Year 4+
Frisbee Golf	Participants learn correct Frisbee throwing technique before completing the 8 frisbee golf course around the campsite	Year 5+
Initiative Pursuits	Participants work together in a team to complete a range of team building based problem solving and communication challenges	Year 2+
Low Ropes	Participants wear a helmet and have a spotting team to help them climb over, across and through a range of elements between the trees	Year 3+



Nature Treasure Hunt	Participants are guided through a range of nature based activities that explore the campsite and their surrounds	Reception to Year 2
Nature Village	Participants learn about traditional Indigenous shelters and build their own “cubbies” using natural materials from the scrub	Year 2+
Parachute Games	Participants have fun playing a wide range of games structured around a parachute	Year 4 or below
Raft Making	Participants (in 2 groups) use a range of equipment to design, build, test and race a raft across the indoor heated swimming pool	Year 3+
Scavenger Hunt	Participants navigate around the campsite to find a range of clues, riddles and problem solving puzzles	Year 3/4
Swimming Pool games	Participants have supervised free time in the swimming pool with access to a volleyball net and a range of pool toys and equipment	Any age
Fresh Water Life	Participants use aquatic nets to collect macroinvertebrates from the river then observe and identify them	Year 2+
Arts & Crafts	Passive art/craft activities, including nature-based and traditional mediums	Year 1+
On the ropes	Participants work through a series of group challenges indoors (wet/hot weather alternative only)	Any age
Ball games	Individual or group games involving passive to medium level activity. Can be modified to suit special needs	Any age
Orienteering	Navigating around the campsite using a map and compass	Year 5+
Fishing / Yabbing	Participants use hand reels and/or nets and see what they can catch in the Onkaparinga River	Year 3+
<b>High Ropes (additional cost)</b>		
High Ropes	Participants learn basic belay techniques to keep each safe while challenging each other to traverse across elements 8-10m off the ground	Year 6+ (instructor ratios increased for yrs 6 & 7)
<b>Other Activities (customised program – additional costs)</b>		
Damper making		Year 2+
Trangia Cooking		Year 6+
River Race	Participants complete a half day challenge incorporating crate stacking, raft building and team-based challenges across the whole campsite and down the river to the weir	Year 6+
Night Activities		Year 2+
Night Walk		Year 2+
Hand Drumming		Year 3+
Mylor Adventure Challenge	Geocash, using technology	Year 4+
Enviro Education Session	Hands on interactive session with reptiles, native animals etc	Year 2+



Day Walk to Jupiter Creek		Year 4+
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