

CYC

BREATHE EXPERIENCE DISCOVER

**PHILLIP ISLAND
ADVENTURE
RESORT**



TEACHERS MANUAL

WELCOME

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SCHOOL CAMP ORGANISER CHECKLIST

BEFORE CAMP

- ☐ **Promote your Camp** – Let your students and parents know about your upcoming camp! Get them excited and remind them regularly. Refer to your signed 'Booking Form' for your camp details (times, meals, prices)
- ☐ **Head to our website** - Here you will find a range of camp planning resources including Site Maps, Emergency Management policies, Risk Assessments for all onsite activities and Phillip Island Adventure Resort's Accreditation and Insurance certificates. piar.cyc.org.au/planning-resources 
- ☐ **Complete Camp Planning tasks in MyCYC by the due dates** – MyCYC is our all-inclusive Camp Planning portal. Approximately 5 months before camp, we will invite you to log-in and work on the following:
 - **Return Activity & Attraction Request Form** – emailed to you approx. 5 months before camp
 - **Approve your Program** – We will draft a Program based on your requests for your approval or revisions. If we don't hear from you, we will go ahead with the Program and lock in the Activities & Attractions.
 - **Enter all Students and Teachers** that will attend camp into MyCYC – we are required to collect the full names of all guests in attendance. Information is subject to our privacy policy.
 - **Return Bus Confirmation Form** – we will email it to you if you are booking your buses through us
 - **Submit Special Diet Requests** – All special diet requests need to be submitted through MyCYC
 - **Submit ASCIA plans** for all students with anaphylactic food allergies.
 - **Confirm total number of Students & Teachers** coming on camp
 - **Allocate Teachers & Students to Rooms** in MyCYC
- ☐ **Prepare the lists needed for Camp** – come prepared with the following lists:
 - **Duty Groups** – students and adult supervisor to set tables before meals and wipe tables after meals
 - **Activity Groups** – students and adult supervisors to rotate through Activities. Your Program will suggest approximate student group sizes. See [Schools Activity & Attraction Guide](#) for adult supervision ratios.
 - **School Activity Leaders** – Adults to be trained to run Teacher-led Activities. See your Program (when written) for required number.

ON CAMP:

- ☐ **Special Diet Coordinator** – nominate a staff member to liaise with our dining room host regarding special diets and procedures throughout your stay. Please have that staff member meet with us upon arrival.
- ☐ **First Aid** is your responsibility on camp. Schools are required to bring their own first aid supplies. Teacher suites have fridges where medication can be stored.
- ☐ **Student Supervision** is your responsibility at all times on camp. Please ensure an appropriate number of adults are supervising students during activities, teacher activity training, meals, free time, night time etc.
- ☐ **End of Camp Pack & Clean** – please leave areas neat & tidy. See 'end of camp clean up' further in this manual (pg 9)
- ☐ **Return Complete forms & items** – on last day of camp return welcome folder, keys, evaluation & Invoice form. You will have an opportunity to let us know if you'd like to re-book your camp for the following year.
- ☐ **Have Fun!** And please let us know if there is anything we can do to maximise your experience on camp

AFTER CAMP:

- ☐ **Pay final Invoice** – an invoice will be emailed after camp. Payment is due 7 days after camp.
- ☐ **Book your next camp** – if applicable, sign and return your Booking paperwork or contact our Office to discuss options

CAMPSITE FACILITIES

The Phillip Island Adventure Resort is situated on 80 acres and features various accommodation areas, multiple dining and meeting facilities, beautiful gardens and palm trees, a variety of adventure activities, swimming pools and two large lakes. We are in close proximity to many attractions and walking distance to Smiths beach.

SILVERLEAVES, WOOLAMAI & SMITHS (MAIN SITE FACILITIES)

ACCOMMODATION

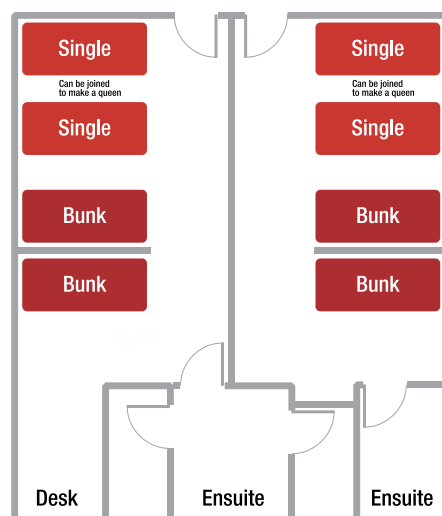
The Main Site has 72 Standard Bedrooms and 4 Teacher Suites. Each **Standard Bedroom** has two single beds and two sets of bunks for a total of 6 beds. A partial wall between bunk beds creates dual sleeping zones. Two single beds may be joined together to make a queen bed. Each Bedroom has its own bathroom. See image.

Each **Teacher Suite** has two bedrooms with two single beds, sleeping 4 total. There is a separate bathroom, lounge room with TV, kitchenette with small refrigerator and microwave, and heating & cooling. This is the preferred area for storing sports equipment and first aid supplies.

Please note: All guests must bring their own bedding including fitted bottom sheet, sleeping bag or doona/blankets, and pillow case. Pillows are supplied.

The number of rooms allocated to you is dependent on group size. Room allocations are due 14 days prior to camp in MyCYC, your camp planning portal. Queen Beds or extra trundle beds (for odd numbered rooms) are available upon request.

Please do not move the beds in your rooms without prior discussion with our staff.



DINING ROOMS

All dining areas are centrally located and serviced by our main kitchen. They have heating & cooling, basic PA sound system with auxiliary connections and microphone, beverage area with coffee machine and tea / coffee facilities, filtered tap water, microwave and refrigerator.

Smiths & Silverleaves Dining rooms can seat 220 guests. If needed, the bi-fold doors to the function room can be opened to create more seating for larger groups.

Please allow Resort staff only to adjust bi-fold doors. The 'Lakeside Café' can dine up to 130 guests.

FUNCTION ROOMS

Function Rooms include Smiths Function, Silverleaves Function and Lakeside Café (a combined dining and meeting room) and are ideal for night activities and wet weather. All function rooms have heating and cooling, basic PA Sound System, a large mounted TV and Blu Ray Player, iPod / Laptop connections, and microphone jacks.

Please note: WiFi is available in the dining and function rooms as a teacher's resource. Please follow on-screen instructions or see a host to connect. Microphones and stands, whiteboards, and projectors can be requested.

RECREATION & BBQ AREAS

The BBQ areas are suitable for free time activities or as a general gathering area in between activities. They contain Table Tennis tables, Ed's Alley, BBQs (for Camp Cooking activity), drinking fountain, and picnic tables.

Please note: If there are separate groups staying in the Smiths and Woolamai accommodation areas then the Smiths / Woolamai BBQ area is a shared facility.



AUDITORIUM

The Auditorium is centrally located and includes a large central area (with stage and audio visual equipment) seating 800+ guests and 5 Breakout Rooms. The use of the Auditorium is not available to all groups. Please enquire with the Main Office if you wish to make use of this facility. Additional costs may apply.

The Auditorium is home to several of our on-site activities and makes for an excellent solution to wet weather while on camp. During wet weather the use of this facility will be coordinated by Resort staff to cater for all groups onsite.

LAUNDRY FACILITIES

There are washing machines and clothes dryers in the Silverleaves, Smiths and Colonnades accommodation areas. Groups staying in the Woolamai can use the Smiths laundry facilities. The washing machines and dryers are free with washing powder provided at the front office.

There are drying rooms in the Silverleaves and Smiths area, which are fitted with a timed heater. In addition, we can offer clothes lines in all accommodation areas if needed.

COLONNADES & COTTAGES FACILITIES

ACCOMMODATION

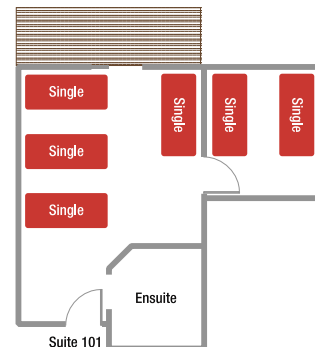
The Colonnades offers 16 Suites, sleeping up to 88 guests. A further 5 stand-alone Cottages may be allocated if required. The number of rooms allocated are dependent on group size.

The **16 Suites** contain an ensuite and two bedrooms. **Bedroom 1** has 3 or 4 single beds. **Bedroom 2** has 2 single beds. There are 5 or 6 beds per Suite. Suites 101, 103, 105, 107, 110, 112, 114, 116 have 6 beds. The remaining Suites have 5 beds

The **5 Cottages** contain a bathroom, lounge room with TV, kitchenette with small fridge and microwave, and 2 bedrooms. Bedroom 1 has 2 single beds and 1 day bed. Bedroom 2 has 2 single beds.

Please note: All guests must bring their own bedding including fitted bottom sheet, sleeping bag or doona / blankets, and pillow case. Pillows are supplied.

Room allocations are due 14 days prior to camp in MyCYC. Queen Beds or extra trundle beds are available upon request. **Please do not move the beds in your rooms** without prior discussion with our staff.



LOUNGE ROOMS

Each accommodation wing includes a lounge room with TV, table and chairs, kitchenette with small fridge and microwave, and heating and cooling.

DINING ROOM

The Dining Room is centrally located and can seat up to 110 guests. If needed, the bi-fold doors to the function room can be opened to create more seating for larger groups.

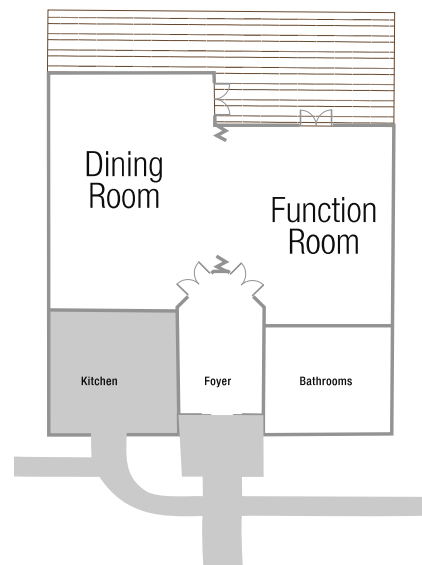
The Dining Room has heating & cooling, beverage area with coffee machine and tea/coffee facilities, filtered water tap, microwave and refrigerator.

FUNCTION ROOM

The Function Room is ideal for night activities and wet weather and is the preferred area to store sports equipment and first aid supplies. The Function Room has heating and cooling, TV with AV connections, basic PA Sound System, piano, DVD player, iPod / Laptop connections, microphone jacks.

RECREATION ROOM / BBQ AREA / SWIM SPA

The Recreation Room and BBQ area is a suitable location for various free time and wet weather activities. They include Table Tennis tables, Ed's Alley, a BBQ (for Camp Cooking activity), drinking fountain, TV, public toilet and shower. A 6m x 3m indoor swim spa and sauna is located next to the Recreation Room.





CAMPSITE PROCEDURES

ARRIVAL AND DEPARTURE

Please refer to your Booking Form for your contracted arrival and departure times and first and last meals. Typical arrangements are 11:30 arrival with the first meal of Afternoon Tea (and groups bring their own lunch for the first day) and 11:30 departure with the last meal being a packed lunch. However please refer to your Booking Form. A Resort Guide will greet you upon arrival and lead a Camp Welcome to your group.

BEDROOM AVAILABILITY

Please be aware that your accommodation is typically available for check-in at 2pm and check out at 9am. Access times depend on various scheduling factors that may change in the lead up to camp. Upon arrival, your Phillip Island Adventure Resort host will communicate with you regarding access times.

CATERING & DINING ROOM PROCEDURES

MENU

Main meals include cereals, a variety of breads, fruits, salads, vegetables, chicken, beef, fish and pastas just to name a few. A sample menu is available upon request. In addition to main meals:

- Morning and Afternoon Teas will be available for you. It is your responsibility to serve and supervise.
- Supper will be available for you to enjoy when you like. It is your responsibility to serve and clean up afterwards.
- Tea and coffee is available from the beverage area at all times for adults.
- A fruit basket is available at all times for all guests in your Dining Room.

MEAL TIMES

Standard meal times are:

Breakfast: served at 8.00 am

Lunch: served at 12.30 pm

Dinner: served at 6.00 pm

Meal times may vary slightly depending on the individual requirements of your program. Please refer to your Schedule in MyCYC once it has been prepared for your group's specified meal times.

Dinner time will vary for groups attending the Penguin Parade depending on the time of year:

January – 6.00pm	May – 4.15pm	September – 4.30pm
February – 6.00pm	June – 4.15pm	October – 5.00 / 6.00pm
March – 5.00 / 6.00pm	July – 4.15pm	November – 6.00pm
April – 4.30pm	August – 4.30pm	December – 6.00pm

Please Note: When groups are required to have a 4.15pm dinner, the main meal will be served before the Penguin Parade and dessert will be served upon return.



SPECIAL DIET REQUESTS

We are able to cater to most special diet requests however, it is extremely important to submit clear requests in a timely manner. Please submit all requests 14 days prior to camp. Keeping to this timeline ensures healthy, delicious and safe meals for all campers. Please follow the prompts in MyCYC to submit requests. All special diet requests must come through MyCYC as it collates requests and is connected to our kitchen screens and menu system.

Please allocate a school staff member to liaise with our Dining Room staff for the duration of your stay in regards to special diets. Upon arrival, that staff member is asked to meet with our Dining Room Host and Chef to review diet requests and confirm all Anaphylactic Plans (ASCIA) are submitted and up-to-date. Meal procedures cannot proceed until this confirmation is complete.

BIRTHDAYS ON CAMP

Is one of your campers celebrating a Birthday on camp? Please let our School Group Coordinator team know in the lead up to camp and they can organise a cupcake during the meal or snack of your choice.

DUTY GROUPS

Duty groups are required 15 minutes before and after each meal to set tables, clear and wipe tables, place chairs neatly around tables, and vacuum.

ADULT SUPERVISION

School Adult supervision is required to supervise Duty Groups, meals, and snacks for the length of your stay

ORDER OF SERVICE FOR MEAL

1. 15 minutes prior to each meal, a Duty Group will set tables as shown by a Resort dining room host.
2. A school adult supervisor will call one table at a time to the servery to get their meal.
3. When students are finished, the adult supervisor will select one table at a time to clear their dishes.
4. When all tables are cleared, students are dismissed and the Duty Group stays to: clear any remaining items from the tables, wipe tables, place chairs neatly around the tables and vacuum the floor.

END OF CAMP CLEAN-UP

BEDROOMS

- Typically Bedrooms need to be cleared and vacated by 9am (time may vary) on the last day for cleaning
- Remove all personal belongings – don't forget to check under beds and behind bathroom doors
- Place all rubbish in the bins provided
- If quilts were used, please fold these and place them on the end of the bed
- Complete a final inspection of the rooms prior to departure

CAMPSITE

- Return cups and glasses to your Dining Room
- Pick-up all rubbish and place in the bins provided
- Complete the Final Invoicing Form and Evaluation in your Leader Information Folder. A member from our Bookings Team will meet you on the last day to collect your folder, keys, Evaluation and Invoicing Form.

Please note: Upon departure from your rooms, a Resort staff member will complete a room inspection to assess for damage. Any damage or losses may be added to your final invoice.

FINAL INVOICE

A final invoice will be emailed to you at the conclusion of your camp. Final invoices are due within 7 days of issue. All costs incurred on camp will appear on your invoice including camp fees, transport and attraction costs (if booking these through us), damaged or missing items, etc.

For school groups, typically 1 teacher/adult may come free of charge per 10 students attending camp. If your Activity Program requires more teachers/adults than this 1 to 10 ratio, you will not be charged for the additional teachers required to run the Activities in your Program. In addition, two Teacher Aides may come free of charge. Any additional Aides will be charged 50% the 'extra adult' fee (which is also the Student fee) on your Booking Form Quote.

PROGRAM OPTIONS & REQUIREMENTS

SAMPLE PROGRAM

The Phillip Island Adventure Resort specialises in a broad range of quality activities. As the Resort is a multi-group venue, it is necessary that we write a Program for you to ensure activity coordination amongst all onsite groups. We will email you an 'Activity & Attraction Request Form' approximately 5 months before camp where you can choose your preferred activities. We will draft a program for your approval and add it to your MyCYC account.

CAMP PROGRAM	DAY 1	9.00am	11.00am	12.45pm	1.15pm	2.15 - 3.30pm	3.45 - 5.00pm	5.00pm - 6.00pm	6.00pm	
		Depart	Arrive at	Arrive at Resort	Orientation /	ROTATION	ROTATION	Free time	Dinner	Night
		School	San Remo for	Welcome &	activity training	1	2	Activities		Activity &
	DAY 2	BYO Lunch		Settle in	Afternoon Tea -					Supper
		8.00am	9.15 - 10.30am	11.00 - 12.15pm	12.30pm	1.30 - 2.45pm	3.15 - 4.30pm	4.30pm - 6.00pm	6.00pm	
		Breakfast	ROTATION	ROTATION	Lunch	ROTATION	ROTATION	Free time	Dinner	Night
			3	4		5	6	Activities		Activity &
		Morning Tea -			Afternoon Tea -					Supper
	DAY 3	8.00am	8.45am	9.00 - 10.30am	10.30am	11.45am		1.30pm		3.30pm
		Breakfast	Pack up / Clean up		Depart for	Depart for	Packed	Depart		Arrive
			Luggage to be	Whole group	Nobbies	Cowes	Lunch	For		at School
			out of rooms	activity	Boardwalk	Foreshore		School		(Approx.)
			by 9.00am							

* Typically access to bedrooms is approx 2pm on arrival day and check out 9am on departure day.

There may be situations when it is suitable for groups to write their own program. For example, when the focus is not the onsite activities such as retreat, music or study camps. Programs written by groups will need to be reviewed and approved by the Resort School Group Coordinator to avoid scheduling clashes and ensure staff availability etc.

ONSITE ACTIVITIES

Activities typically available for choosing for groups in **Silverleaves, Woolamai or Smiths** (subject to availability):

Archery	Flying Fox – Single	Initiative Course	Ponding
Bouldering wall	Flying Fox – Twin	Low Ropes	Raftmaking
Canoeing	Giant Swing	Nature Spotto	Swimming
Camp Cooking	High Ropes	Photo Hunt	Team Rescue
Disc Golf	Bushmen's Breakfast		

Activities typically available for choosing for groups in **Colonnades** (subject to availability):

Archery	Circatron	Photo Hunt	Bouldering wall
Canoeing	Giant swing	Raftmaking	Disc Golf
Camp Cooking	Bushmen's Breakfast	Ponding	Low Ropes
Initiative Course	Twin Flying Fox	Nature Spotto	Photo Hunt
Single Flying Fox	Swim Spa / Rec room	Team Rescue	

All Activities are subject to availability. Please see the '[Schools Activity & Attraction Guide](#)' for information about individual activities including supervision requirements and ratios, leader responsibilities and age suitability.

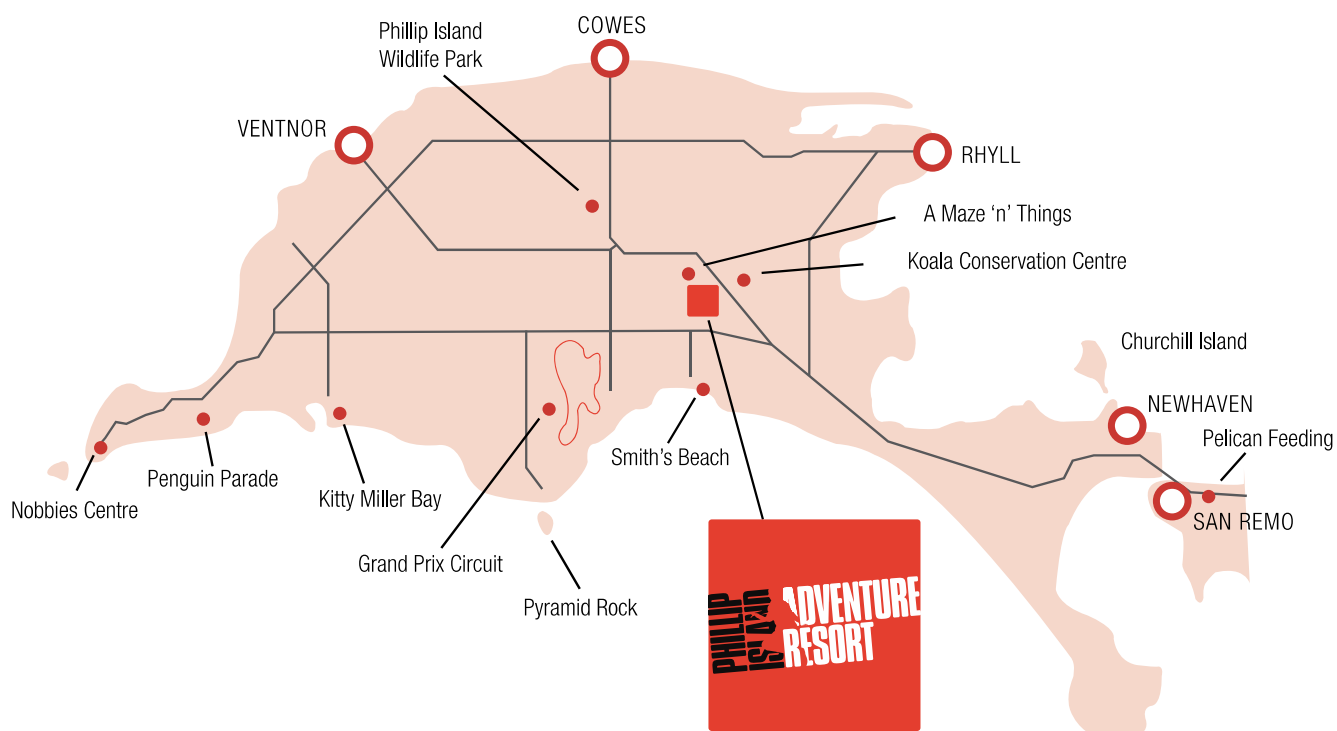
LOCAL ATTRACTIONS

Phillip Island has a number of local attractions that many schools choose to visit while here. Approximately 5 months before camp, we will email you an 'Activity & Attraction Request Form' where you can choose the attractions you would like to visit. We will pre-book attractions for you and include any associated fees on your final camp invoice. Please see the [Schools Activity & Attraction Guide](#) for information about individual Attractions.

We recommend visiting attractions on the way to or from camp. Our 'With Travel' School Camp packages include up to 4 hours with buses each trip. Alternatively we can arrange local transport for you.

A Maze 'n' Things	Oswin Roberts Koala Reserve
Cape Woolamai Coastal Walk	Phillip Island Chocolate Factory
Churchill Island	Phillip Island Grand Prix Circuit
Cowes foreshore and township	Phillip Island Nature Park Ranger Talks (various locations)
Koala Conservation Centre	Phillip Island Wildlife Park
Maru Fauna Park at Grantville	Rhyll Wetland and Bird Sanctuary walk
Nobbies Centre & Boardwalks	Smiths Beach
Antarctic Journey	Surfing lessons
Pelican Feeding at San Remo	Vietnam Veterans Museum
Penguin Parade – Visitors Centre	Wildlife Coast Cruises
Penguin Parade – Night Time	

All Attractions are subject to availability and some have minimum number requirements. For more information on the above Attractions, please see our 'Schools Activity & Attraction Guide'



SCHOOL STAFF ACTIVITY TRAINING

Some of our onsite activities are run by qualified Resort staff such as the Giant Swings (i.e. Resort-led activities) and some are run by trained school staff such as Disc Golf (i.e. Teacher-led activities). We will schedule and conduct an Activity Training session soon after your arrival for all school staff running Teacher-led activities.

ACTIVITY TRAINING PROCEDURE

To supervise Teacher-led activities offered at the Resort, School Activity Leaders must take the following steps:

- 1 All School Activity Leaders must receive training on Teacher-led activities from qualified Resort staff prior to use.
- 2 When training is complete and the School Activity Leaders feels confident in supervising the activity, the Activity Training Log must be signed by all User Group Leaders supervising activities
- 3 By completing and signing the Activity Training Log, the School Activity Leader understands they have a duty of care for the safety of those they are supervising and must comply with all instructions given.
- 4 When supervising activities, School Activity Leaders must follow all safety procedures and activity guidelines explained / demonstrated by Resort staff and outlined in provided Activity Safety Guides.

Please note: As we update/review our Safety Operation Procedures annually, all School Activity Leaders need to undergo activity training, even if they have previously been trained on a similar/same activity.

STAFF ROTATING THROUGH ACTIVITIES

To help provide a safe and enjoyable activity experience, we highly recommend school staff are trained on no more than 2-3 activities. This will allow more time for training and ensures activity sessions are run safely and efficiently.

STUDENT SUPERVISION DURING ACTIVITY TRAINING

For groups 100+, we do not recommend training all teachers at the same time as students will be unsupervised. For these groups, we recommend training half of the teachers on half of the activities and when this is complete, training the remaining teachers on the remaining activities.

A staff supervision roster will need to be organised to accommodate your supervision strategy during Training and while activities are being run to ensure appropriate ratios are followed.

NIGHT ACTIVITIES

School staff are responsible for running and supervising all night activities. Resort staff will however help organize night activities i.e. provide microphones and demonstrate AV equipment usage. Night activity options include various off-site attractions, movie night, disco, concert, red faces, trivia night, games night or night walks.

FREE TIME ACTIVITIES

Free Time Activities are available for use during scheduled free time or in between activities. Sometimes they may be programmed as rotations. In some cases, these activities / areas will be shared. Adult supervision is required when free time activities are used. Refer to the Site Map for locations.

MAIN SITE

Volleyball	Ed's Alley (Rec. Area)	GaGa Ball
Swimming	Table Tennis (Rec. Area)	Basketball/Tennis
Soccer	Oval Games (Cricket, football)	Human Foosball (Silverleaves only)

COLONNADES

Volleyball	Ed's Alley (Rec. Area)	Football
Swimming	Table Tennis (Rec. Area)	Cricket
Soccer		

SPORTS EQUIPMENT

We provide all equipment for programmed activities. Groups are encouraged to bring their own sports equipment for free time, as we supply a basic range and limited amount.

WET WEATHER

While we have some wet weather activities, we recommend groups come prepared with some of their own wet weather options. Resort staff will work in cooperation with school staff to run and organize wet weather activities.

ACTIVITY SAFETY KEY

One of these three activity safety signs can be found at each onsite activity. These signs will be explained during your camp welcome. Please ensure that the appropriate level of supervision is provided when completing activities.

ACTIVITY SAFETY KEY



**SPECIALISED
ACTIVITY**

A specialised activity **MUST** be supervised by site program staff.

All instructions must be followed to ensure maximum safety and enjoyment.



**SUPERVISED
ACTIVITY**

This activity **MUST** be supervised by site staff or an adult who has been trained & signed off by site staff.

All instructions must be followed to ensure maximum safety and enjoyment.



ENJOY

Supervision is optional however, it is recommended that all activities have an adult in attendance.

All instructions must be followed to ensure maximum safety and enjoyment.

TEACHER / LEADER RESPONSIBILITIES

It is a pleasure partnering with you as we prepare for an excellent camp! Please be aware of the following responsibilities and prepare accordingly. Please utilise the School Camp Organiser Checklist on page 3 for assistance.

CAMP PLANNING

Approximately 5 months before camp, we will invite your nominated Primary Contact to log-in to MyCYC, our all-inclusive camp planning portal, and work through several planning steps including choosing activities and approving a Program, submitting special diet requests, and allocating campers to rooms. See the 'School Camp Organiser Checklist' on page 3 for a detailed look at the planning steps. Please nominate and communicate your Primary Contact with us 5 months before camp.

USER INFORMATION REGISTER & PRIVACY POLICY

The Health (Prescribed Accommodation) Regulations 1990 Statutory Rule No 81/1990 requires the full name of every person (including staff) staying at the campsite to be collected by the campsite and kept in a register. Please enter the names and required details of all attendees into MyCYC when prompted. Information gathered is treated as confidential, used only for the reason gathered and not given to a third party. View our privacy policy [here](#)

CAMPER SUPERVISION

Student Supervision is your responsibility at all times on camp. Please ensure an appropriate number of adults are supervising students during activities, teacher activity training, meals, duty groups, free time, night time etc.

FIRST AID

First aid is your responsibility. Schools are required to bring their own first aid supplies including hot/cold packs. Teacher suites have fridges where medications can be stored.

SPECIAL DIET COORDINATOR

Each group must allocate a staff member to liaise with our Dining Room Host regarding dietary requirements and procedures for each meal. Please have that staff member meet with us soon after arrival.

SCHOOL ACTIVITY LEADERS

Some of our onsite activities are run by qualified Resort staff (i.e. Resort-led activities) and some are run by trained school staff (i.e. Teacher-led activities). Please see your Program for the number of School Activity Leaders required.

CAMPER RESPONSIBILITIES

Upon arrival, your Resort guide will conduct a Camp Welcome and review: general campsite rules, building usage and requirements (bedrooms, dining room etc.), outdoor activity and free time activity usage, and emergency evacuation procedures. The majority of these items relate to the following three Camper Responsibilities:

- 1 **Respect for yourself** – Look after yourself by observing all campsite and activity rules identified by camp and school staff. Wear appropriate footwear and clothing at all times, stay within your boundaries, have adequate sun protection (sunscreen and hats), eat fresh fruit and vegetables and stay hydrated by drinking plenty of water.
- 2 **Respect for your peers, teachers and camp staff** – Ensure your peers look after themselves by observing all campsite and activity rules.
- 3 **Respect for the camp environment** – Leave the campsite as / or better than you found it. Place all rubbish in the bins provided, stay within your identified boundaries and keep off the gardens.

CAMP PACKING GUIDE

Camp clothes should be comfortable and protective. Clothing should fit well, as ill-fitting or unsuitable clothing may increase risk to participants on activities. The following list can be used as a guide when packing for camp:

CLOTHING

Underwear (socks, jocks, thermals)
Comfortable clothing for Activities
Long pants & long sleeved shirt
Jumper
Pajamas
Swimwear (if applicable)
Rain Coat
Gloves, Beanie, Warm Jacket (seasonal)

FOOTWEAR

Comfortable closed-toed shoes for Activities
Closed-toed shoes for water Activities (if applicable)
***Crocs are not appropriate for Activities (or wet activities)**

TOILETRIES

Toothbrush & Toothpaste
Shampoo & Conditioner
Soap
Bath Towel

REQUIRED BEDDING

Single Bed Fitted Sheet
Pillow slip (pillows provided)
Warm Bedding (e.g. sleeping bag or doona)

OTHER

Water Bottle
Sunscreen
Sun Hat & Sunglasses
Beach / Pool Towel (if applicable)
Torch
Insect Repellent
Laundry or Plastic Bag for dirty/wet clothes

WHAT NOT TO PACK

Alcohol, Cigarettes, Illegal Substances/Materials
Aerosol Cans
Items containing Nuts as an ingredient
Other items as advised by your teacher

TIPS

- If using Canoeing or Raftmaking, refer to the [Schools Activity & Attraction Guide](#) for clothing requirements.
- Communicate to students if money is needed (if any) for incidentals during camp.
- Clearly label all personal items and baggage. The Resort cannot take responsibility for lost items.
- Communicate to students and parents your policy on electronic devices. If such items are allowed, clearly communicate to parents and students that no responsibility can be taken for loss.
- See 'School Camp Packing Guide' for a version suitable to send to Campers

LEADER PACKING CHECKLIST

First Aid kits
Lists of duty groups, rotation activity groups & teacher activity leaders
Sports equipment (for free time activities)

Equipment for night / wet weather activities
Staff car (for emergency purposes)
Lists of all campers, special diet requests, ASCIA plans & room allocations (also submit these 14 days prior to camp)

IN CASE OF EMERGENCY

Emergency procedures are posted throughout the Resort, and guests should familiarise themselves with the arrangements. Hose reels, fire blankets, extinguishers, emergency lighting, fire sprinklers and smoke detectors are located around the site. Do not tamper or remove them.

EMERGENCY CONTACT NUMBERS		LOCAL MEDICAL CENTRES	
Office	5952 2417 (Mon to Fri 8:30am - 5:00pm)	Phillip Island Health Hub - Urgent Care Centre 50 Church Street, Cowes	5951 2100
After Hours	0413 413 863		
Manager	0407 540 709 – Marcel Edmonds		
Police	000 or 5952 2037	Wonthaggi Hospital – Bass Coast Health 235 Graham St, Wonthaggi	5671 3333
Fire / Ambulance	000		
SES	9256 9450		

EMERGENCY PROCEDURES

In the event of an Emergency

Please follow the instructions located in the EMP Resource Kit

Assemble at Emergency Assembly Area

Check that all guests are present

Await further instruction from Phillip Island Adventure Resort staff or Emergency Service Personnel

NOTE: An Emergency Resource Kit is made available for the group leader to safely carry out their role during an emergency when no Phillip Island Adventure Resort staff is on site. Group leaders will be informed of the location upon arrival during their orientation by a Phillip Island Adventure Resort staff

EMERGENCY ASSEMBLY POINTS



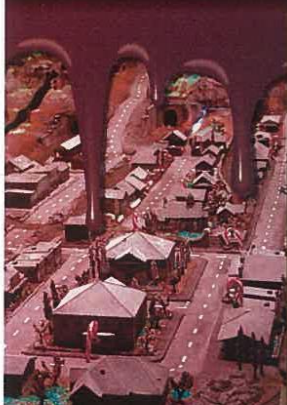
EXTERNAL ACTIVITY ADVERTISEMENTS




School Deal!



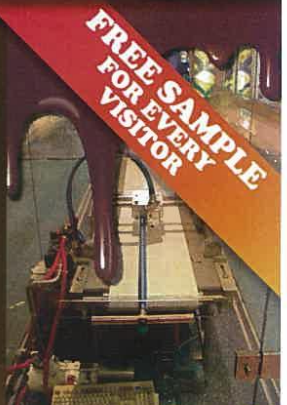
Located at the entrance of Phillip Island at Newhaven, Panny's Amazing World of Chocolate is the ideal way to start or finish your stay on the island. Drop in and see...

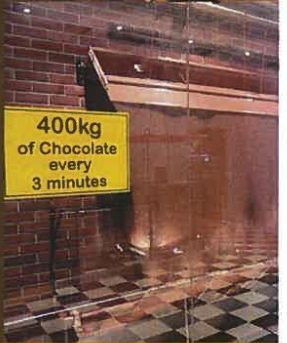




- Our educational exhibition on cocoa production.
- The chocolate "Art Gallery" of famous paintings.
- A two metre chocolate statue of Michelangelo's David.
- A 12,000 piece chocolate mosaic of Dame Edna Everage.
- A chocolate village complete with working trains.
- A giant one tonne block of chocolate. (try and lift it with your friends!)
- Our thunderous chocolate waterfall (400kg of molten chocolate every 3 minutes)
- Panny's Amazing Chocolate Machine. (pick your own weird flavour combination!)
- Make your own chocolate art and eat it!
- The chocolate carving machine in action.
- Chocolates being made in the chocolate factory.

Educational kits available at:
info@phillipislandchocolatefactory.com.au





FOR BOOKINGS PLEASE CALL...
 Phillip Island Adventure Resort on: **5952 2417**

So you are going to the Phillip Island Adventure Resort!

*Why not make the HIGHLIGHT of your adventure visit a
KARAOKE night, DISCO night or BOTH?*

Mid week concessional school rates Monday to Thursday.

Disco 8pm till 10pm \$247.50 (Inc GST)

Karaoke 8pm till 10pm \$302.50 (Inc GST)

Disco & Karaoke 8pm till 10pm \$330.00 (Inc GST)

For all bookings call the Phillip Island Adventure Resort

Phone 03 59522417.

ISLAND
SURFBOARDS PHILLIP ISLAND AUSTRALIA
5952 3443
225 Smiths Beach Rd
Smiths Beach, Vic, 3922

LEARN TO SURF

- 2 Hour Lesson
- Everything Provided
- Learn To Surf In A Safe, Patient & Encouraging Environment
- Expert Qualified Coaches With A Passion For Surfing
- Walking Distance From Phillip Island Adventure Resort
- Surf Safety & Awareness Tuition
- Special Rates For Schools & Groups

Phillip Island Nature Parks adventures

Evening Activities

Koala Prowl

During this ranger led activity students explore the amazing nocturnal animals of the Australian bush. By the light of a ranger's spotlight, students have the opportunity to spot many animals including possums, owls, bats and spiders as they move throughout the bush and the raised boardwalk areas of the Koala Conservation Centre.

Of course the main event of this night time journey is spotting koalas in the trees as they go about their daily routines. Students are sure to have their senses stimulated in this unique experience, as they learn about our amazing bush creatures and how they can help to protect them.



Wildlife Stories

Enjoy a night in with a ranger learning about some of the amazing wildlife that call Phillip Island home. Students will be engaged by an array of unique taxidermy animals, quirky wildlife facts and interesting stories told by one of our entertaining rangers.



Marine Debris

Let one of our knowledgeable rangers visit you with a range of objects collected from our beaches. Through hands on activities, students will explore the effect marine debris has on our ocean health while focusing on how to protect the iconic marine species of Phillip Island. This activity can be done on its own or accompany the day time marine debris activity.



Enquire
about our
NEW WWF
'Antarctic
Journey'

The Southern Ocean

Our oceans are more than just a big swimming pool! Come on a virtual underwater expedition with one of our rangers, while discovering what makes our oceans tick. Along the way, hear captivating stories about the marine megafauna and discover why the ocean is important to us.

For more information contact the
Adventure Resort Programmer



Phillip Island Nature Parks adventures

Day Time Activities

Rockpooling

Join a Phillip Island Nature Parks ranger to explore the incredible marine creatures of our rock platforms and how they survive in a constantly changing environment. Learn about their special features, adaptations and who eats who from one of our experienced rangers.



Beachcombing

With the guidance of a ranger, students discover and learn about the treasures that are washed up on our beaches. Students take part in a guided exploration of the high tide area and develop an understanding of marine debris and the importance of looking after our marine environment.



Marine Debris

After a ranger guided walk on Smiths Beach, students will begin to notice objects that don't belong on our beaches. Through hands on surveying students will help contribute to a national survey on marine debris and explore the effect marine debris has on our ocean health.



Little Penguin Research

Students come together at the world famous Penguin Parade to aid in our mission to protect the little penguin. They will explore the penguin colony, discover cool facts and features, find out about the latest penguin research, and take on the roles (and responsibilities!) of a penguin researcher.



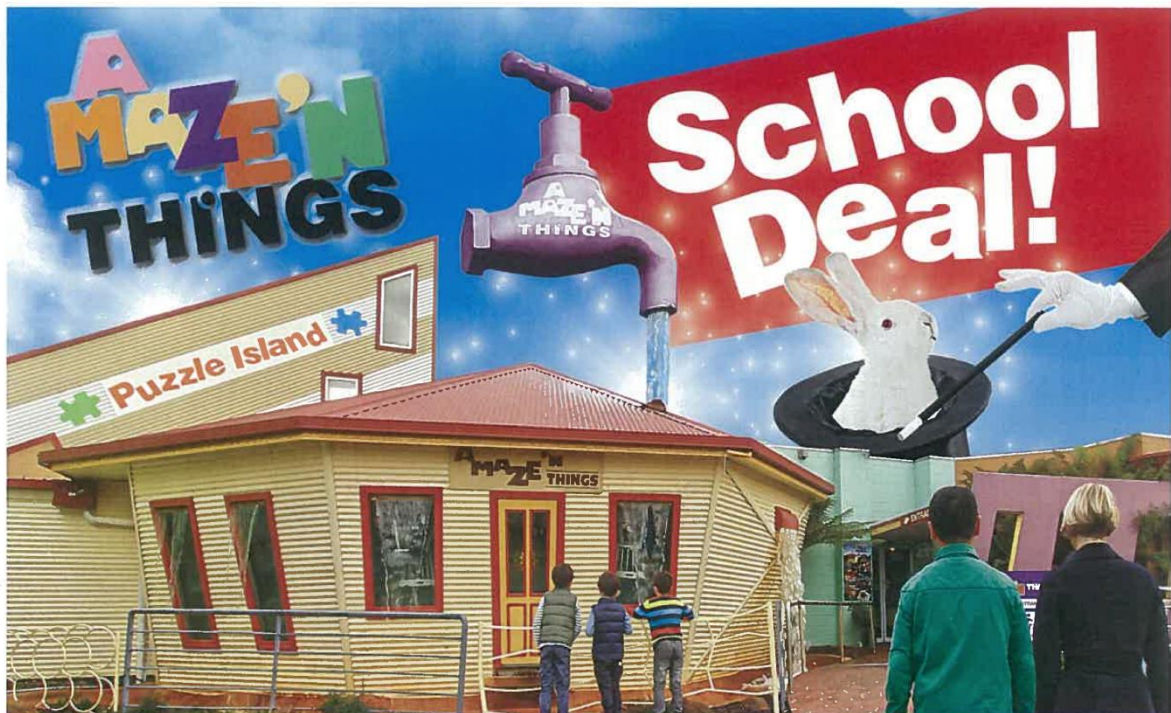
Koala Conservation Centre

Join our rangers on a guided excursion through the Koala Conservation Centre and explore the koalas' natural habitat via our tree top boardwalks. Students will become engrossed in a koala's life while learning about all the coolest koala information.

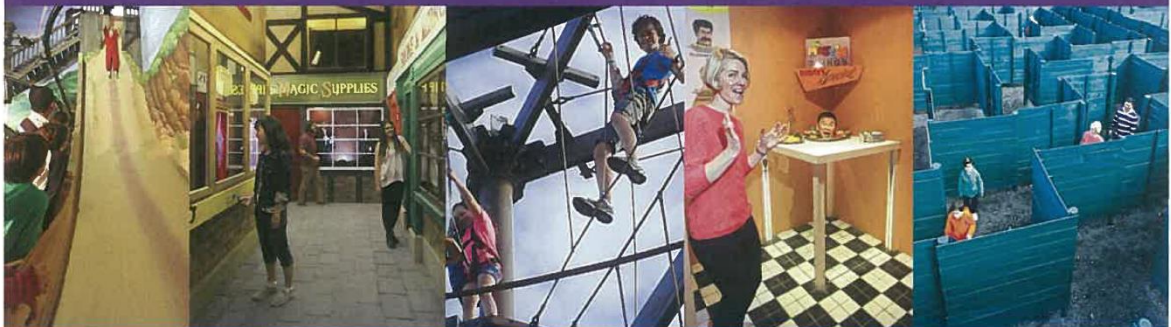


For more information contact the
Adventure Resort Programmer

phillipisland
nature parks australia



Combining education with fun!

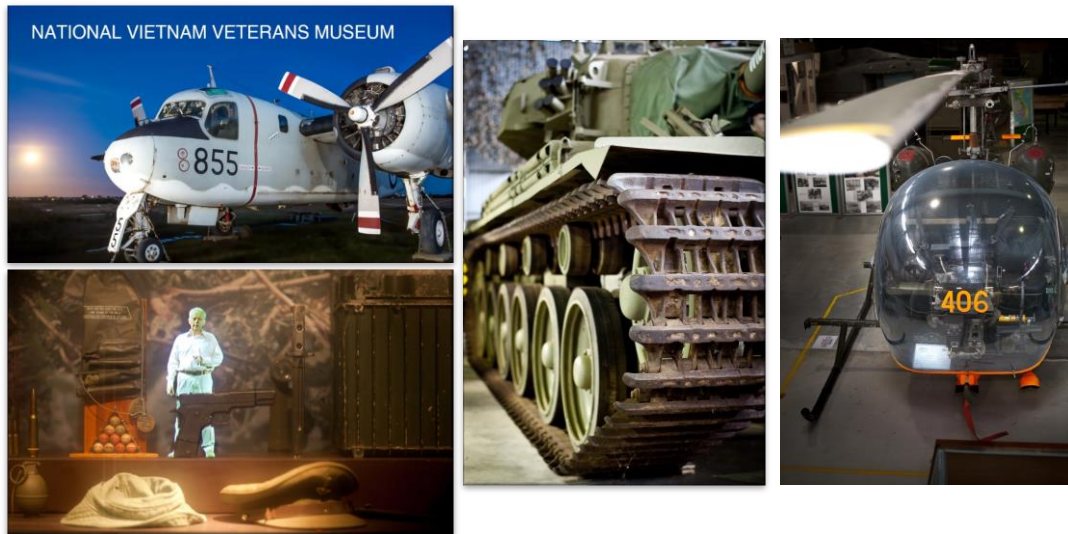


★ Problem Solving ★ Visual Perception ★ Lateral Thinking ★ Teamwork
★ Group Relationships ★ Personal Challenges ★ Spatial Concepts ★ Targeted learning outcomes ★ Success and achievement in academic, physical and mental challenges

★ No cost for transport ★ Close to Adventure Resort ★ Exclusive use after hours
★ Our staff assist teachers ★ Involves stimulating, physical and mental activities
★ Teacher familiarisations are welcome

**All these things with
minimal fuss and
maximum enjoyment!**

**For bookings please call:
Phillip Island Adventure Resort
on: 5952 2417**



Natioal Vietnam Veterans Museum

The NVVM seeks to remember, interpret and relate the experience of the veterans of the Vietnam War and the enduring impact of the war on society. The Museum was initiated and created by volunteers. Now largely also run by volunteers it is home to a huge collectio of artifacts, both large and small, interpreted with information, imagery and audio visual devices. It will keep you, your family and friends engaged for the length of your visit. 'Our museum talks to you'. Starting with the holographic Light and Sound Show, this helps visitors understand the significance of Australian military involvement by outlining the causes and consequences of the conflit. You can then investigate this era by seeing it through the eyes of Vietnam veterans. At NVVM you will see the conscription ballot balls and the barrel used in the system of National Service that divided our natio. You will walk beneath and around such key vehicles as helicopters, a tank, even a bomber used in Vietnam. See yourself in the boots of a Tunnel Rat or the helmet of a Chopper Pilot. Endlessly fascinating and absorbing, no matter what age group. Expect the unexpected.

Time required: minimum 1 hour



25 Veterans Drive, Newhaven, 3925 (behind the Helipad)

www.vietnamvetsmuseum.org



**A fun & unique
way to learn all
about our place
in Space!**

**Fun educational experience,
designed by teachers.**

**Telescope building with
recycled materials STEM
format**

**Portable Planetarium
with engaging astronomy
documentaries**

**Star Gazing with state-
of-the-art telescopes
and exciting laser
pointers**

**Day and Night activities
group rotations**



**Fully portable.
We come to site!**

For bookings: piarprogram@cyc.org.au