

Welcome to
YMCA Camp
Wyuna!

YMCA Camp Wyuna

Teacher Handbook

Teacher Handbook 2021 V2

YMCA Camp Wyuna

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Dear Teachers,

Soon you will be visiting YMCA Camp Wyuna (71 Flinders Street, Queenscliff) with your students for an exciting marine and coastal adventure.

While at camp it is important for teachers to work together with YMCA camp staff to deliver a safe and secure environment for your students to explore and learn in. Whether this is your first stay or your tenth, this booklet has been designed to assist in the smooth running of your camp and contains vital information for the pre-planning of your camp.

We have included information to help outline the responsibilities and duties of teachers and parents while at camp and also to outline the behaviour required from your students to make your camp a success.

Our camp staff are dedicated to ensuring all students have a great time on camp. It is the goal of the YMCA Camp Wyuna staff to make your stay enjoyable, safe and successful.

We are always happy to assist with the planning of your camp and if you have any questions or would like more information, please do not hesitate to contact us or visit our website at www.geelongymca.org.au

We look forward to seeing you all soon!



A.C. Kidd

Andrew Kidd
Manager

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Camp Code of Conduct

To Keep You Safe:

While at camp we want you to have a fun time and stay safe. Below are the rules that you need to follow:

Around Camp:

1. Stay within the camp boundaries unless with a teacher
2. Care and respect of property is a must at all times – damage, loss or breakages must be reported immediately.
3. “Do The Right Thing, Put Litter In The Bin”.
4. When finished playing with the sports equipment, put it back where it belongs.
5. Be on time for your meals, activities, and duties.
6. Avoid bringing nut products along on camp.

Activities:

1. Listen to your Instructors and Teachers.
2. Make sure you are wearing appropriate clothing and footwear.
3. Involve yourself in all activities.
4. Have a go and try new things.

Rooms:

1. Be careful climbing in and out of bunks. No skylarking on bunks!
2. If you are the last to leave the room, turn the light off.
3. Stay in your own room. There is no need to be in anyone else's.
4. Only touch what belongs to you.
5. Respect the other people in your cabin.

Out of Bounds Areas:

1. Outside Camp Grounds (unless with a teacher).
2. Low Ropes and Initiative Course (unless with a camp instructor).
3. Bush Area.
4. Chef's Kitchen (this includes teachers and students).
5. Behind the Lodges.
6. Behind the Recreation Hall and outside toilet block.
7. The driveways.

If you are unsure, ask yourself “Should I be here”?
Always keep to the paths; this way you will stay safe.

We trust your stay here will be an enjoyable & safe one; however, remember that your camp is only as good as you make it!

Teacher's Responsibilities

First Aid

While you are at camp, you, the teachers, are responsible for first aid. We advise you to have teachers with first aid certification available for emergency care.

You are responsible for bringing your own first aid supplies and we ask for you to ensure that there are enough medical supplies for each activity group. YMCA Camp Wyuna staff are trained in First Aid and CPR and will use their training if needed, but your school staff are the primary resource.

Incident Reporting

The YMCA Camp Wyuna Manager (or one of the camp staff) must be notified of any accidents requiring medical attention, incidents requiring follow-up, and accidents regarding camp safety that were not attended to by a camp staff member. A report will be completed on all incidents.

Student Medications

Student medications are the responsibility of teachers. Camp Wyuna's staff are not responsible for or able to administer medication to camp participants. This includes supply and application of sunscreen.

Emergency Transport

A car or bus must be provided by your school to transport any student or teacher in the event of an emergency, if someone needs transport to/from the doctor/hospital. In the event that an ambulance is called, the school is responsible for providing someone to ride with the participant to the hospital. Emergency contacts and numbers are included in this booklet for you.

Camp Code of Conduct

While you are at camp, teachers are responsible for ensuring students follow the camp code of conduct.

Activities

Teachers are responsible for the supervision and behaviour of students during activities. We ask for the teachers to work with YMCA Camp staff to ensure the camp program is delivered effectively and as scheduled.

The YMCA camp staff are responsible for conducting activities in a safe and responsible manner and to work with your group to achieve the desired activity outcomes.

Duty Groups

Students are required to participate in duty groups before and after each meal. Monitoring of plate scraping for composting is part of this. Camp kitchen staff will assist to coordinate groups while teaching staff are responsible for the supervision and behaviour of students at this time.

Camp Clean Up

By 9am of last morning of camp, it is the responsibility of the teachers to supervise the final clean up including vacuuming, tidying of all bathrooms and checking that all areas/rooms are gear and rubbish free. Bags should be placed near carpark ready to load onto bus.

Dietary Requirements

Camp Wyuna caters for all dietary requirements and below we have included information to assist you with the planning of your upcoming camp.

- **Life Threatening (Anaphylactic)** food allergies be clearly listed on our catering form and copy of ASICA's Management Plan **MUST** returned to camp no less than 14 days prior to arrival. It is the responsibility of the group leader to relay all information regarding dietary requirements to camp staff prior to arrival. **Guests listed with life threatening allergies without the ASCIA plans will not be permitted to stay.**
- In some circumstances, we may ask a guest to bring food/meals from home (eg. severe allergies to both wheat and dairy).
- It is the responsibility of the group's Special Diets Coordinator to monitor and assist guests with special dietary requirements.
- A fridge is supplied in the Dining Hall for group use.
- Dietary requirements are catered to for Breakfast, Lunch and Dinner only.
- The camp does not cater to dietary requirements for morning and afternoon teas, however we do provide access to fresh fruit for all guests.
- Our kitchen runs a nut free environment. Please do not bring any snacks including nuts, even for teachers' consumption.

We understand that sometimes dealing with special dietary requirements can become complicated. If you require further information on any of our menu items, please do not hesitate to contact us so we can be of assistance.

Usual Meal Times

- | | |
|-------------|---------|
| - Breakfast | 8:00am |
| - Lunch | 12:30pm |
| - Dinner | 6:00pm |

These times may be altered depending on your scheduled activities.

Last Day Packed Lunch Option

Schools have the option of packed lunch (rolls and bottle of water) to have on the way home. Please let us know if you choose this option, we may have to change your breakfast time by 15 - 30 minutes.

Please bring an esky and ice blocks if you are taking away lunch and sign "Self-Serving Food Waver" Form.

In an Emergency

1. Verify

Verify the report.

Confirm the nature and extent of the emergency.

Get accurate information and assess the assistance required.

2. Notify

Notify the camp site management and emergency services.

Be prompt, detailed and accurate with information.

3. Assess

Assess the danger posed by the emergency.

Has the situation passed or is it likely to escalate?

4. Act

Respond to the situation.

Prevent further injury, danger and try (if safe) to contain the situation. Refer to the Camps Emergency Plan.

Essential Information

Location: YMCA Camp Wyuna

Address: 71 Flinders Street, Queenscliff

Phone Number: (03) 5258 1656

What to Bring List

Here is a list of what you need to bring to camp for a 2-night stay.

Please make sure you have adequate rain gear Camp activities go on, rain or shine!

Personal Items

Packed morning tea and lunch (for arrival day) *NO NUTS please

Bedding

Sleeping Bag or Doona

LOOSE Bottom Sheet (to fit king single or single bed for students.

For Leaders Room, a double bed and a single bed)

Pillow in pillowcase (an old one in case it gets left at camp!)

Clothing

1 pair of pants

2 pairs of shorts

4 pairs of socks

4 changes of underwear

1 warm jumper

1 windcheater

4 t-shirts

1 pair of bathers (in summer)

1 waterproof coat

2 pairs of shoes

1 pair shoes for water activities

1 pair of thongs (for showers only)

1 sun hat

Pyjamas

1 tracksuit

Toiletries

2 towels

1 face washer

Soap

Toothbrush & Toothpaste

Shampoo & Conditioner

Optional

Novel/Book

Playing cards

Camera and film (optional)

Other

Sunscreen

Insect repellent

2 plastic bags for dirty clothes

Water bottle

Backpack

Torch (for room)

Camp booklet

Clipboard

Pens, pencils, etc

Group Items

First Aid Kit – including ice packs

Student Medications

Sunscreen

Insect repellent

Camp Booklets

Night Activity Equipment (eg music for concerts, DVD films)

Snacks (but NO nut products please)

*The Conference Room is equipped with a digital projector and screen, whiteboard plus TV and DVD player. No sound system.

*The Recreation Hall has a projector screen, TV and DVD player. No sound system.

Room Allocations

Buckley Lodge

| Room | Names | Names | Names | Names |
|------|------------|------------|-------|-------|
| 1 | 1. | 2. | 3. | 4. |
| 2 | 1. | 2. | 3. | 4. |
| 3 | 1. | 2. | 3. | 4. |
| 4 | 1. | 2. | 3. | 4. |
| 5 | 1. Leaders | 2. Leaders | | |

Port Phillip Lodge

| Room | Names | Names | Names | Names |
|------|------------|------------|-------|-------|
| 1 | 1. | 2. | 3. | 4. |
| 2 | 1. | 2. | 3. | 4. |
| 3 | 1. | 2. | 3. | 4. |
| 4 | 1. | 2. | 3. | 4. |
| 5 | 1. | 2. | 3. | 4. |
| 6. | 1. | 2. | 3. | 4. |
| 7. | 1. | 2. | 3. | 4. |
| 8. | 1. | 2. | 3. | 4. |
| 9. | 1. Leaders | 2. Leaders | | 4. |

Lady Nelson Lodge

| Room | Names | Names | Names | Names |
|------|------------|------------|-------|-------|
| 2 | 1. | 2. | 3. | 4. |
| 3 | 1. | 2. | 3. | 4. |
| 4 | 1. | 2. | 3. | 4. |
| 5 | 1. | 2. | 3. | 4. |
| 1 | 1. Leaders | 2. Leaders | | |

Swan Bay Lodge

| Room | Names | Names | Names | Names |
|------|------------|------------|------------|-------|
| 1 | 1. | 2. | 3. | 4. |
| 2 | 1. | 2. | 3. | 4. |
| 3 | 1. | 2. | 3. | 4. |
| 4 | 1. | 2. | 3. | 4. |
| 5 | 1. Leaders | 2. Leaders | 3. Leaders | 4. |
| 6. | 1. | 2. | 3. | 4. |
| 7. | 1. | 2. | 3. | 4. |
| 8. | 1. | 2. | 3. | 4. |
| 9. | 1. | 2. | 3. | 4. |
| 10. | 1. Leaders | 2. Leaders | | 4. |

Activity & Duty Groups

| Group One | Group Two | Group Three |
|------------|------------|-------------|
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| 6. | 6. | 6. |
| 7. | 7. | 7. |
| 8. | 8. | 8. |
| 9. | 9. | 9. |
| 10. | 10. | 10. |
| 11. | 11. | 11. |
| 12. | 12. | 12. |
| 13. | 13. | 13. |
| 14. | 14. | 14. |
| Group Four | Group Five | Group Six |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| 6. | 6. | 6. |
| 7. | 7. | 7. |
| 8. | 8. | 8. |
| 9. | 9. | 9. |
| 10. | 10. | 10. |
| 11. | 11. | 11. |
| 12. | 12. | 12. |
| 13. | 13. | 13. |
| 14. | 14. | 14. |

| | Breakfast | Lunch | Dinner |
|-------|-----------|-------|--------|
| Day 1 | | | |
| Day 2 | | | |
| Day 3 | | | |

- Duty groups must report to the kitchen 15 minutes prior to meals (usually just dinner and breakfast). They are responsible for the set up/clean up of that meal. One student will supervise plate scraping for compost.
- When the bell rings, line up quietly outside dining hall in activity groups.
- Groups may also assist with morning and afternoon tea.
- Duty groups of 12-15 are ideal and ensure adequate team dynamics.
- 6 groups are not always needed (dependent on numbers)

Cleaning Duties

Dining Hall

- 1. Floor** Sweep floor after each meal at end of the day and on departure.
- 2. Tables/Benches** Wipe down tables, benches and beverage counter after each meal.
Rinse out waste buckets and liquids bin.
Wipe down toaster area and empty toaster crumb trays.
- 3. Chairs** Wipe down chairs after each meal and on departure.
Stack chairs along windows on departure.

Accommodation Areas

- 1. Bedrooms/Floors** Before you leave, vacuum all rooms, under beds and hallways.
Check for litter and personal property, especially small shelves next to bunks.
Straighten mattress protector and pillow.
Empty all bins into main hallway bin.
- 2. Bathrooms** The bathrooms are to be checked and left tidy.
- 3. Lodge Entrances** Sweep entrance and stairs as required.

Recreation Hall/Grounds

- 1. Floors** Vacuum the entrance, hallway and rec hall as required.
Return furniture.
Remove all tape, decorations and clean white boards.
- 2. Toilets** The toilet areas are to be checked and left tidy.
- 3. Grounds** Ensure all papers, cans and mess are disposed of and pathways are swept and left tidy.
- 4. Sports Equipment** Return to Rec Hall in same condition as borrowed in.
Lost or damaged equipment to be reported (may incur a fee).

Please Note: All cleaning equipment will be made available by camp staff. There will be portable vacuum cleaners found in lodge hallway store cupboards.

Last Day Clean Up Checklist

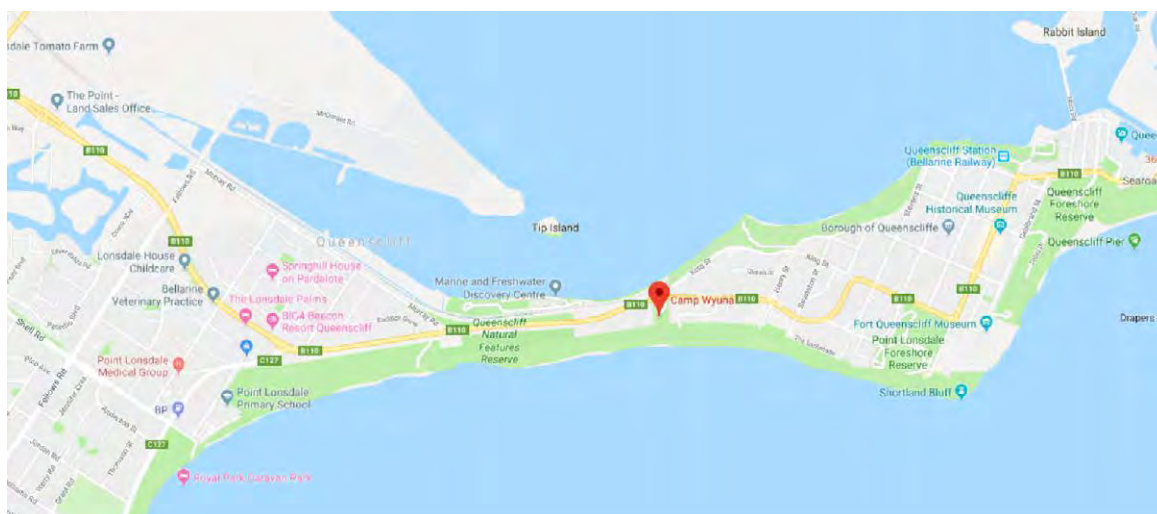
| Clean Up Duty | Group Responsible | Teacher in Charge |
|---|-------------------|-------------------|
| Dining Room <ul style="list-style-type: none"> - Wipe down tables - Put chairs on tables - Sweep/mop floors | | |
| Accommodation <ul style="list-style-type: none"> - Vacuum all rooms, under beds and hallways - Check for litter and personal property - Check bathrooms and leave tidy - Straighten mattress protectors and pillows - Sweep entrance and stairs | | |
| Recreation Hall <ul style="list-style-type: none"> - Return all furniture as found - Clean all whiteboards - Vacuum carpet area - Remove all decorations - Return sports equipment - Check all toilets and leave tidy | | |
| Grounds <ul style="list-style-type: none"> - All papers, cans and mess are disposed - Pathways swept and left tidy - Check for lost property | | |

Map Directions

YMCA Camp Wyuna 71 Flinders St. Queenscliff VIC 3225

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- From Geelong, take the Queenscliff Road
- Once you are approaching Queenscliff, look for the Marine Discovery Centre on your left
- 200m further, you will have King St to your left; immediately on your right is YMCA Camp Wyuna's entrance.
- Limited car parking inside camp grounds
- Always be aware of vehicles entering and leaving



Emergency/Fire/Ambulance/Police 000 or 112 (from mobiles)

Bellarine Medical Centre (03) 5258 0888 (approx 5 minutes drive)

- From Camp, follow road back towards Point Lonsdale
- At first roundabout, turn left
- Approx 350m, take first turn right
- 100m on left is the car park for Bellarine Medical Centre

Geelong Hospital (03) 5226 7564 or 000 (approx 35 minutes drive)

- Take Queenscliff Road back to Geelong
- On entering the Geelong outskirts continue on same road toward city
- Geelong Hospital A & E is on corner of Ryrie Street & Bellarine Street