



General Information **for Teachers /** **Leaders**



**Cnr Forest and Gundrys Roads
Anglesea**

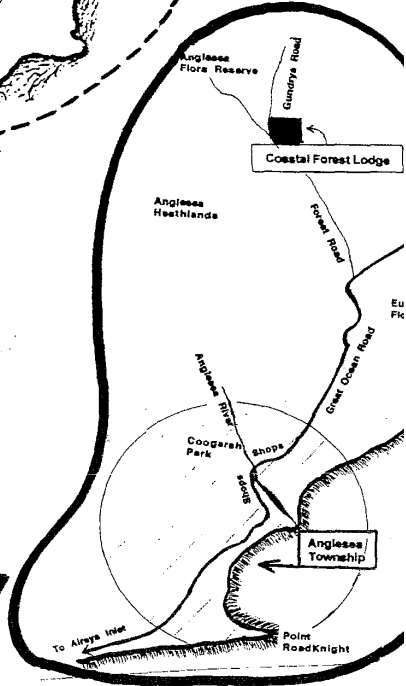
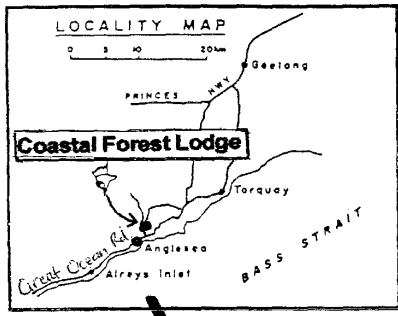
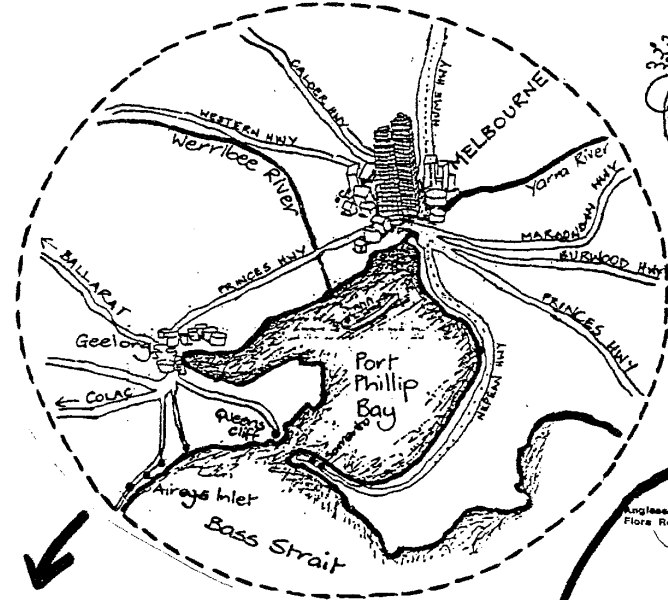
Phone: 0421 049 754

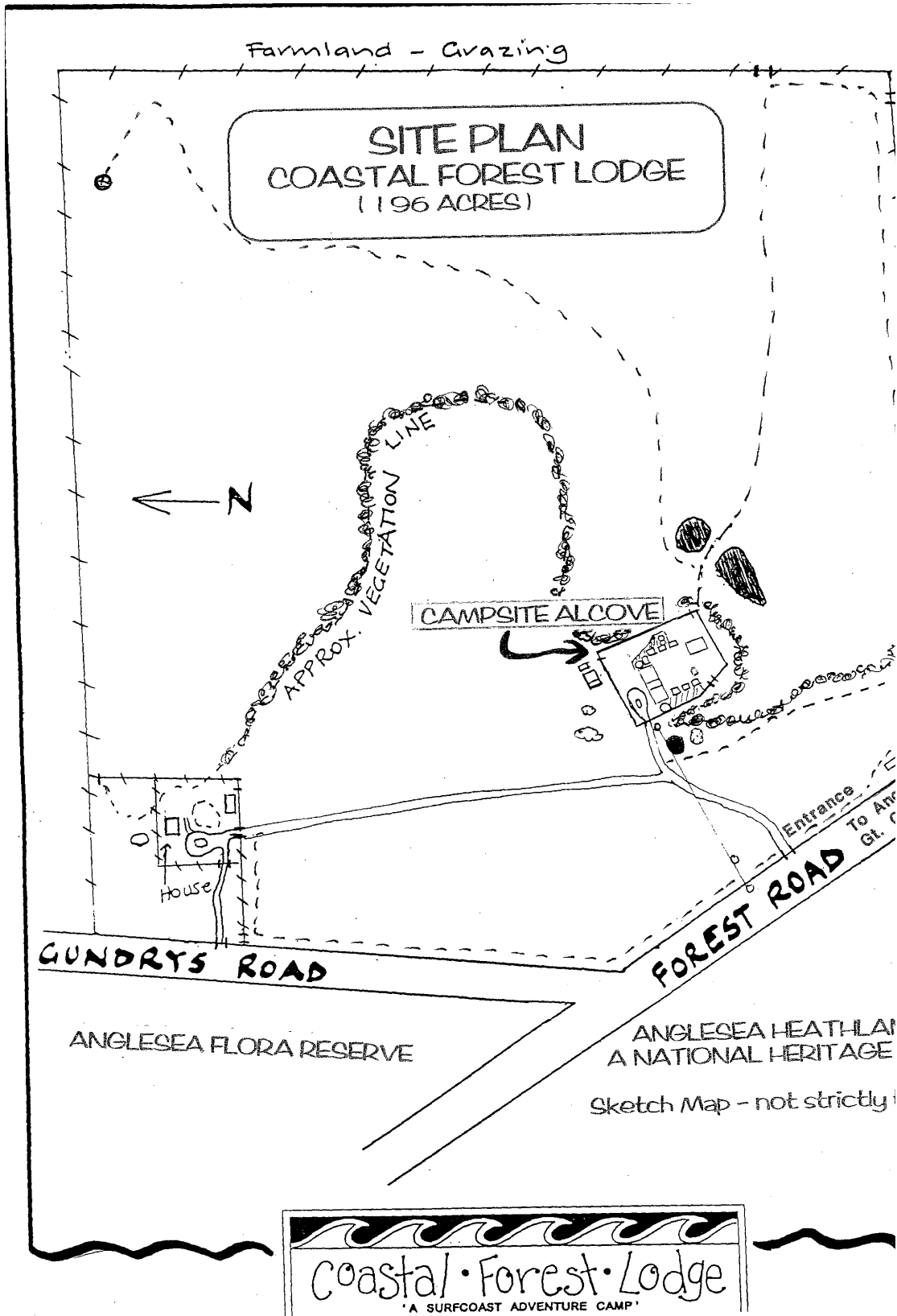
Fax: (03) 5263 1561

Email: info@coastalforestlodge.com.au

Website: www.coastalforestlodge.com.au

WHERE IS COASTAL FOREST LODGE?







General Information

Arrival

On arrival at Camp, the leader will do a check of facilities and have a briefing with the Camp Manager / designated staff member in charge.

Please note that group members arriving before their group's leader will not be permitted to move into the facility until the above check and briefing have been completed.

Accommodation

Cabins will be made available to the group according to the size and needs of the group.

Camper Briefing

Staff will conduct a briefing for school groups.

For self-cater groups it is expected that the group leader will brief their group re: safety, camp rules and emergency procedures as soon as practical after arrival.

Car Parking

Please only park in designated areas.

Camp Rules

For a happy, enjoyable and safe stay, camp rules must be followed. These are listed in this booklet and around the campsite. It is expected that the group leader will ensure that all campers are aware of these rules and that they abide by them.

First Aid

First aid needs (including a trained / qualified person) are the responsibility of the group. It is recommended that groups bring a First Aid kit which is sufficient for the needs of their group and relevant to the activities being undertaken. A portable kit for off site activities is important too. At least one car must be available for emergency use.

Campers

The Group Leader must complete a "list of campers" form including all leaders, / adults / children etc (Health Reg S.R.# 81/1990 Pt 5). This sheet will be given to the group leader upon arrival. School groups are only to provide student numbers.

Emergency Plans

These are on display in the Meeting Room and include emergency numbers and locations. The group leader will be provided with further information and is requested to become familiar with the campsite's emergency procedures.

Medical Information

See emergency plan for phone numbers. Medical facilities are located in Anglesea (5mins drive), Torquay (15mins drive) and major hospital facilities in Geelong (approx 30 mins drive). An ambulance service is available in Anglesea.

Visitors

Please inform the Camp Manager if visitors are expected or if they arrive unexpectedly. A charge applies to visitors who use the camp facilities and / or stay overnight.

Phone

At least one group member is required to have access to a mobile phone at all times.

Mail

Mail can be posted at the Anglesea Post Office. It is cleared each week at 5pm. Camp staff are happy to assist by posting mail for you.

Laundry

The washing machine and dryer are only available for emergency use due to the limited water supply at CFL. Please see camp staff if use is required

Local Shops

Anglesea and Torquay have shopping centers comprising of supermarkets, banks, chemist, butchers, newsagent, post office, take away food, ect.

Transport

Groups using Coastal Forest Lodge generally organize their own transport needs. For a competitive quote try Australian Coach Travel on 9555 0166 or Peninsula Bus Lines on 9786 7088. Around Geelong and district try Anglesea Travel / Coles Coaches on 5243 8772 (Gavin Lugg). Groups wanting to hire a mini bus could try Reilly's U Drive in Geelong on 5272 3222.

Departure

A check of facilities will be carried out by CFL staff prior to the group's departure. Groups are expected to vacate and clean **cabins BY 9.30AM** on the day of departure. Clean up details are outlined later in this booklet, but it is expected that facilities / grounds will be left in the same clean condition as found. The group may then continue to use activities / premises on the final day until departure time.

Bond

The bond will be returned as per Booking Form/Hire Agreement and within 7 days.





Camp Rules

Your assistance with these rules is most appreciated
"NO SHOES ARE TO BE WORN INSIDE AT ANYTIME"

Cabins

Food and drinks **must not** be consumed in the cabins / bedrooms at anytime. All campers must bring their own pillows and pillow cases. Camp mattresses must not be removed from the cabins. Individuals must bring their own pillow, pillow case and sleeping bag.

****STRICTLY NO PLAYING IN CABINS****

Only one person on the top bunks at a time and please do not touch any lights or switch boards.

PLEASE use limited toilet paper to avoid any blockage!

Smoking

Smoking is **not** permitted inside any camp building

Campfire / Bush Cooking Area

These are the only places where fires are permitted and only in accordance with local fire season restrictions. Please check with the Camp Manager. Wood for the campfire should be collected from around the bush areas of the camp.

Recreation, Games and Dining Rooms

Students / Campers must be **supervised at all times** by a teacher / leader / adult when using these rooms and equipment.

Ball Games

These games must not be played on deck areas, verandahs or in the camp alcove. Please use the large area beyond the cabins, next to and around the basketball court. They must be conducted on the far side of the white posts.

Damage

Any breakages / damage must be reported to the Camp Manager when it occurs.

Care of the Environment

Campers are asked to stay on tracks, use rubbish bins and respect our resident kangaroos, bird life, reptiles and vegetation.

Camp Boundaries

Campers must stay within the fenced alcove at all times unless accompanied by a teacher / leader during activity sessions. All signed service areas are out of bounds.



Pets / Firearms

We do not allow pets or firearms on our property.

Wet Weather

Gumboots / dirty footwear must not be worn in the camp buildings.
No shoes are to be worn inside at anytime.

Fire Equipment

Extinguishers, signs and smoke detectors are installed for your protection – please make sure that campers do not interfere with this important safety equipment.

Water Supply

Our only water supply is tank water. Please help us to conserve these supplies by not wasting water and by limiting shower time. Keep check to make sure taps are turned off and let us know if there are any problems.

- Helpful Hints:
- Short showers
 - Use ½ flush
 - No dripping taps
 - Inform manager immediately of any problems occur

Verandahs

No Running and please do not climb on the handrails. Keep clean and swept.

PLEASE USE RUBBISH BINS

Students must not:

- Play in out of bounds areas such as garden beds
- Throw sticks and stones
- Break trees or throw things into dams incl. sticks and rocks
- Touch electrical equipment
- Touch fly screens and windows (ask a teacher / staff if need be)

THANK YOU AND HAVE A FUN & FANTASTIC TIME AT
CFL!



Please Note: CFL does not accept any responsibility for loss or damage to personal items such as mobile phones, MP3 player / iPods, digital cameras, ect. It is strongly recommended that campers do NOT bring these items with them.



Catering



<u>Meal Times:</u>	Breakfast	-	8am
	Lunch	-	12.00pm
	Dinner	-	5.45pm

We can usually vary these times to suit your program if prior notice is given (before the camp commences). Picnics are also available by arrangement. Using a bush cookout as part of a lunch is only available by prior arrangement and is subject to strict controls (fire / seasonal conditions).

We also try to plan each group's menu to suit their activity program, so it is helpful if you could provide an outline of your proposed program, at least a week prior to the camp. A variety of well balanced and nutritional meals will be provided.

Breakfast is set up as an easy self service meal for groups to manage with juices, milk, cereals, toast and spreads.

A light morning / afternoon tea is available (depending on program).

Supper is **NOT** offered as part of catering.

Meal Duty Groups:

Teachers are to roster a group of students to assist with setting tables, serving & cleaning up. Generally these are the same groups used for onsite camp activity rotations of approx 10 students per group. It is required that the same duty group complete setting up and cleaning up tasks for a whole meal.

A teacher/ leader **MUST accompany** each duty group, until the group is finished. Duty group reports to dining room **30 minutes before** (***lunch is 5mins before***) the meal commences.

****PLEASE ASK CAMP STAFF ANY QUESTIONS AT ANYTIME
DURING YOUR STAY****

Cleaning

During your stay, CFL is your “home” so please look after it!

Each Day:

- Cabins / bedrooms tidied – brooms, dustpan and brush are available in each cabin for student use.
- Wet towels should be hung outside to dry.
- Shoes / gumboots are NOT to be worn inside at ANYTIME in any building – they are to be left outside on the undercover verandahs.
- Rec. room, games, meeting room should be tidied and swept.
- Bathrooms should be tidied and swept.
- Verandahs should be tidied and swept.
- Any damages, leakages, or repairs should be reported to management immediately.

Departure Day:

Please make sure the following tasks have been completed. A check will then be carried out by the Camp Manager / Camp Staff. It is required that each group packs up and cleans up cabins **AFTER BREAKFAST** on the day of departure **BY 9.30AM**. For speedy and hassle free clean up teachers / leaders need to encourage and supervise the students. Other facilities / activities can still be used as required once rooms have been vacated and left accordingly.

- Cabins / Bedrooms – tidied, swept, mattresses standing on bunk.
Please inform the Camp Manager of any soiled bedding.
- Bathrooms - Tidied (clean up all litter including soap, ect.) and swept.
The sanitizing will be completed by Camp Staff.
- Dining Room - Tidied and swept.
- Meeting Room - Tidied and swept.
- Games Room - Tidied and swept.
- Main Verandah - Tidied and swept.
- Emu Parade - Clean up of all litter around the campsite.
- Equipment - Check all camp equipment used – number and condition.





Accommodation

****Sleeping with History****

Our cabins have come direct from the Sydney 2000 Olympic Games village where they were used to house athletes and media personnel. We have named them after the last 8 Olympic host cities.

(Refer to campsite map for the layout).

Cabins will be allocated to serve the size and needs of your group.

PROPOSED SLEEPING PLAN

Group: _____ Year: _____

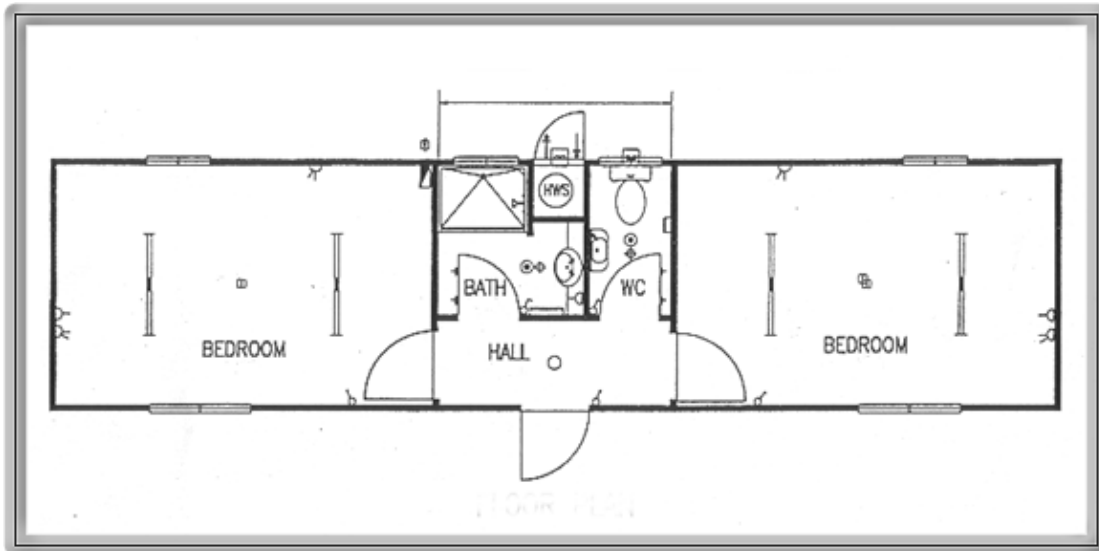
Boys: Girls: Female Staff: Male Staff:

SYDNEY	Room 1	4 single beds 1 trundle bed
	Room 2	4 single beds 1 trundle bed
ATLANTA	Room 3	4 single beds 1 trundle bed
	Room 4	4 single beds 1 trundle bed
BARCELONA <i>Teachers</i>	Room 5	4 single beds per room
	Room 6	
SEOUL	Room 7	4 single beds 1 trundle bed
	Room 8	4 single beds 1 trundle bed
LOS ANGELES	Room 9	4 single beds 1 trundle bed
	Room 10	4 single beds 1 trundle bed
MOSCOW	Room 11	4 single beds 1 trundle bed
	Room 12	4 single beds 1 trundle bed
MONTREAL <i>Teachers</i>	Room 13	4 single beds per room
	Room 14	
MUNICH	Room 15	4 single beds 1 trundle bed
	Room 16	4 single beds 1 trundle bed
ROOM 17	<i>Please only use this room if need be.</i>	6 single beds 2 trundle beds
ROOM 18 (no ensuite)	<i>Generally not in use.</i>	
ROOM 19		5 single beds 1 trundle bed

PLEASE CHECK WITH CAMP MANAGER BEFORE FINALISING YOUR SLEEPING PLAN.

Example of cabin layout

*Please note staff cabins do not have a shared bathroom.
Staff cabins have their own bathroom per room.*





EMERGENCY PHONE NUMBERS

DIAL 000

Fire, Police, Ambulance and S.E.S

At least one teacher / leader must have access to a MOBILE phone at ALL TIMES.

Doctor:	Anglesea: 5263 3555 63 Great Ocean Rd, Anglesea VIC 3230
	Torquay: 5261 1111 Health Centre, 100 Surf Coast Hwy, Torquay VIC 3228
Hospital:	Geelong: 5226 7564 Geelong Hospital, Bellerine St, Geelong, VIC 3220
Chemist:	Anglesea: 5263 1540
Dentist:	Torquay: 5261 2240

POISON INFORMATION: 13 11 26

Location Description:

“Coastal Forest Lodge”

Cnr Forest and Gundrys Roads, Anglesea.

Entry is via Forest Road approx 2kms from the Great Ocean Road.

Not shown in Melways: Country Vic Melway Map 296 G1

Specialised Activity Ideas & Places of Interest

Eco Logic Environmental Services

Phone: 5263 1133 Anglesea Based
Beach or bush – engaging and educational activities.



Great Ocean Road Adventure Tours

Phone: 5289 6841 Aireys Inlet based
Mountain bike riding and canoeing adventures.



Go Ride a Wave

Phone: 5263 2111 Anglesea based
Surfing, ocean kayaking, swimming, surf rescue and more.



Parks Victoria

Phone: 5263 3144 Anglesea Office

Westcoast Adventure

Phone: 5261 2241 Torquay & Anglesea
venues for surfing.



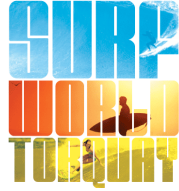
National Wool Museum

Phone: 5261 0701 Geelong
Excellent educational resource.

Surfworld Museum

Phone: 5261 4606 Torquay

Terrific for Upper Primary groups and above.



Marine Discovery Centre

Phone: 5258 3344 Queenscliff

Stimulating marine education programs for all ages.



Marine Discovery Centre

Narana Creations

Phone: 5241 5700

410 Torquay Rd Geelong VIC 3216

Email: narana@narana.com.au

Aboriginal Craft & Cultural Interpretation Centre



Teachers' Info

These are laminated resource pages kept on the Meeting Room.

- **Emergency Management Plan**

- Camp and Area Maps

Activity procedures:

- Initiative Activities – what they are and how to use them.
- Archery – showing correct shooting technique and safety.
- Ropes Course – how to use safely and plan for course.
- Orienteering – answer sheets for all courses.
- Photo Trail – answer sheet.
- Eagles Nest Walk – guide
- Boundary Rider Walk - guide
- Mini Golf – rules (see manager for clubs and balls)

FURTHER ASSISTANCE FROM MANAGER OR STAFF IS ALWAYS AVAILABLE, PLEASE ASK!

Important info for your bus company:

A copy of the map “Where is Coastal Forest Lodge” should be helpful for the driver. Let the driver know that the entry to the camp is along Forest Road (**NOT GUNDRYS RD!**) and is only about 2km from the Great Ocean Road turnoff, where the sign reads:

COASTAL FOREST LODGE 2km

Once inside the gates simply follow the gravel road to a large central turning area and pull-up in front of the arrivals area.

Teachers' Checklist

PLEASE CONTACT US AT LEAST ONE WEEK BEFORE YOUR CAMP TO CONFIRM:

1. Numbers of students and staff attending camp
2. Arrival time
3. Itinerary
4. Special dietary requirements – serious allergies, religious grounds.
5. Extra visitors for meals or program assistance
6. Proposed Sleeping Plan
7. Payment

Remember to Bring

- **First Aid Kits (incl. a portable kit to suit activities)**
- Completed medical forms for each camper
- A **staff car** is essential for use in an emergency and to comply with 'duty of care' requirements.
- Sports gear as needed- basketball, volleyball, football, bat tennis, netball, ect.
- Portable CD, tape player and music if needed.
- Videos / DVDs if required (TV ,video / DVD player available by arrangement)
- Art / Craft materials
- Indoor games and / or board games
- **Wet weather activities (just in case)**
- Whistles for staff
- Covered shoes
- **Sunscreen and drink bottle**
- Concert / Disco gear (dress ups, props, music)
- Bit and Pieces (Blu-tack, stapler, whiteboard markers, pins, ect.)
- Payment
-

What Student's Should Bring

The following is a suggested list only.

Please consider the time of year, the length of your camp and the activities in which you will be participating.

Sleeping bag	Bath towels	Walking
	shoes	
Pillow	Toiletries	Extra shoes
Pajamas (opt)	Soaps / shampoo	Gumboots
Waterproof jacket	Toothbrush	Slippers
Shorts	Comb / brush	WATER
BOTTLE		
Bathers & towel		Garbage bag
Sunscreen SPF 15+	<u>HAT</u>	Pencil case
Jeans / track pants		Ruler
Shirts / T-Shirts		Writing pad
Underwear		Pens
Socks(LOTS)		Books
Warm jumper/s		Torch
		Camera (opt)

All the above items should be clearly labeled with student's name

NOTES:

- Usually on school camps students need at least one change of clothes for each day (don't forget a bag for dirty/worn clothes!).
- It is suggested that students bring only one case or bag, a sleeping bag, **pillow & pillow case** and perhaps a backpack.
- Teachers / leaders should ensure that bed wetter provide a waterproof mattress protector.
- A "shoe's off" policy is in place throughout all buildings. It is suggested that campers bring slippers or thick socks for inside wear.
- **Drink bottles** – Compulsory.