

## **Helpful Information**

### **Camp Phone**

During your stay at camp the contact phone number for parents etc is (03) 542 3368. Please make sure parents etc are given this number as the contact phone for their children at camp. Cell phone coverage is available but best coverage is outside the buildings.

### **First Aid**

School groups are responsible for ensuring they have adequate first aid supplies and training. Camp staff will assist, if required, in assessing injuries and contacting necessary medical authorities. Camp stocks a backup supply of first aid materials for use in emergencies. All accidents that involve injury, no matter how small, are to be reported to camp staff as soon as possible. A camp medical form is to be filled out for any accident or sickness that requires medical attention and given to the camp manager within two hours of the incident.

### **Laundry**

The camp laundry contains a coin operated washing machine and drier. These machines take \$2.00 coins and will wash a load equivalent to two domestic machines.

### **Duties During Camp**

An adult is required to oversee each duty group and ensure that the duty is completed to a high standard and all gear is returned. If you need help please ask a staff member.

#### **Vacuuming the dining room**

This is done after each meal. The chairs need to be moved back from the tables and the carpet vacuumed. Vacuums can be collected from the store room.

#### **Setting & clearing tables**

Helpers are required in the dining room ten minutes prior to the meal. Check with the hosting staff to find out what has to be done. Please make sure that you wash your hands and the tables are clean prior to setting them. When clearing tables all food items are returned to the small right hand servery, dishes etc are taken to the dishwashing servery, and all tables must be wiped down with cloths.

#### **Dining Room toilets**

These may need to be cleaned during your stay. This will largely depend on the number of people you have using them how tidy they are kept. Cleaning equipment will be given to you by camp staff.

#### **South Block toilets and showers**

These may need to be cleaned during your stay. This will largely depend on the number of people you have using them how tidy they are kept. Cleaning equipment will be given to you by camp staff.

#### **Cabin ensuites**

These may need to be cleaned during your stay. This will largely depend on the number of people you have using them how tidy they are kept. Cleaning equipment will be given to you by camp staff.

### **End of Camp Cleaning**

Cabins and facilities that you have used during your stay need to be cleaned at the conclusion of your camp. We will advise you of how this is to be done on the morning of your departure. Camp staff will inspect all areas prior to you leaving camp. Your adults will need to take an active role in making sure this is completed to a satisfactory standard.

### **How to get to Camp**

From Nelson head south on Highway 6. Carry on through Richmond and onto Brightwater. At the Brightwater Motor Inn turn right onto Ellis Road and continue for 3km crossing over the Wai-iti river and turning left at the big right hand sweeping bend onto Teapot Valley Road. We are 2km down the road on the right.

From south of Nelson heading north on Highway 6. After Wakefield watch out for the Rutherford memorial just before Brightwater on the left. Continue past this to the next intersection. There is a school on the left and the Brightwater Motor Inn on the right. Turn left onto Ellis Road and continue for 3km crossing over the Wai-iti river and turning left at the big right hand sweeping bend onto Teapot Valley Road. We are 2km down the road on the right.

*If you are coming from the south some GPS devices will direct you down Arnold Lane. **Do not** go this way as there is no access across the river and up the paper road to camp.*