

Kids Camps

PARENTS CAMP INFORMATION

MEDICATION

- Medication must be provided in a dosette box or blister pack, prepared and labelled for the supervisor to administer.
- Medications not able to be stored as above must be clearly marked with child's name and dosage.
- Please ensure that sufficient quantities are available for the full period of the camp plus extra in case of emergency.
- Medication MUST be handed to the Supervisor at camp departure for administration, please do not pack it in luggage.
- It is your responsibility to collect any left over medication from the Supervisor upon return.

EMERGENCY CONTACTS

Business hours:

Office: 9420 7247

Camp Mobile: 0427 987 705

After hours:

Executive Officer: Sian Lambert

0402 905 637

President: Philip Barnes 0433 545 515

VALUABLES

Valuables such as MP3 Players, mobile phones, portable games and money are NOT permitted on camp, as they will not be needed. We feel the absence of money and valuables will ensure a more relaxed time is had by all. Any valuables found will be secured and returned to you when camp returns.

PACKING FOR CAMP

- A clothing list is supplied prior to camp – please complete it and attach to the inside of the bag/case. This list is a good reference for what to pack, if you have not received a list contact the office.
- Please ensure your child's bag or case and all items enclosed are clearly labelled.
- If your child loses any clothes or returns with someone else's clothes, please phone the office on 9420 7247.

MONITORING AT NIGHT

All Leaders sleep in the same room/dorm as the children they are caring for during camp. After the children are in bed and settled every Leader must attend a nightly meeting essential to the smooth running of the camp. During this time your child will be partially supervised as Leaders take turns doing 'rounds' through the rooms/dorms to ensure children are not disturbing others and are accounted for.

If your child is unable to be partially supervised during these meetings please inform us so that other arrangements can be made.

EMERGENCY RESPONSE

Kids Camps maintains the necessary insurance cover for campers, volunteer Leaders and Supervisors during camp. However in the event that an expense is incurred while rendering first aid, that is not covered through our insurance policies, it will be charged to the child's parent/carer/guardian.

GRIEVANCE PROCEDURES

If you or your child has any concerns or complaints in regard to the service provided, please:

- phone Kids' Camps on 9420 7247
- write to the Kids Camps President, City West Lotteries House, 2 Delhi Street, West Perth 6005 marking your envelope "Private & Confidential"
- contact someone who can advocate for you such as People with Disabilities (WA) Inc on 9386 6477.

Whilst on camp your child is always encouraged to discuss their concerns or issues with their Leader or the camp Supervisor(s).

CONFIDENTIALITY POLICY

All information about children is confidential.

- Care information provided by parents is stored on out computers and produced for the camp Supervisor and Leaders to ensure adequate care for you child during camp. At the end of camp all information is collected and promptly destroyed.
- Access to the computer files is restricted to Staff only. All paper forms are kept in a locked file.
- Camper evaluations are completed by Leaders to ensure continuous improvements in the care of each camper, these are secured and are available to parents upon request should they require further feedback in regards to their child.
- Under no circumstances are these records given to individuals or organisations external to Kids Camps, unless requested by law.
- Individuals contact details are not available to Leaders or other children, please report any unwanted contact immediately.
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PHOTOS AND CAMERAS

No cameras other than the Kids Camps digital still and video cameras are allowed on camp, this includes the use of mobile phone cameras. Cameras found on either campers or volunteers will be confiscated and returned at the end of camp by the Supervisor.

This is to ensure the privacy of our campers as well as adherence with our Photo and Camera Policy which allows us to gain permission from guardians regarding the use of camp photos and DVD's.