

Stanley River Document Checklist

3 months (12 Weeks) prior to camp program

For you to do

- Check that the Pre-visit date for a Stanley River Teacher to visit your school is on your school calendar.
- Become familiar with the Department's procedures for school excursions.
- Become familiar with the updated Stanley River Documents available on our website
 - Student Medical Activity Consent Form
 - Packing list relevant to your program
 - Adult Medical Activity Consent form
 - Group List
 - Program & Learning Map
 - Risk Assessments relevant to your program
 - Coordinators Guide

2 months (8 weeks) prior to camp program

- Distribute the Stanley River Documents including Student Medical and Activity Consent Form and Stanley River Packing list to all students
 - **Ensure that the return due date for all student documents to your school is no later than 16 DAYS before departure to Stanley River.**
- Distribute Adult Medical and Activity Consent Form to all teachers and any other adults attending camp.

1 month (4 weeks) prior to camp program

- Allocate your students into camp groups, and record into the Stanley River group list forms.
- Begin collating Stanley River Documents including Student Medical and Activity Consent Forms. Collate these forms in the order consistent with each group list.

NO LATER THAN 2 weeks prior to program

- Finalise your Group lists
- Collate Student and Adult Medical and Activity Consent Forms in the order consistent with each Group List. Scan and e-mail all collated forms to program@stanleyrivereec.eq.edu.au
- Distribute hard copies of group lists, programs, emergency contact details and other relevant visiting teacher information to your staff attending camp.

We require accurate documentation emailed to Stanley River no later than 2 weeks prior to your visitables our caterers, group leaders and support staff to provide the best learning and experiences for you and your students.

Documents to bring on day of departure

- Hard copies of Student and Adult Medical and Activity Consent Forms in the order consistent with each Group List.

When you arrive

Process

- The Stanley River teacher will acknowledge country and welcome students and staff to their camp.
- Students will be directed to a meeting place and given an opportunity to have morning tea and use the toilet facilities.
- A fire drill will be conducted.
- The students and teachers will be split up into their groups (they should know these before they arrive) and they will begin their program.
- Your school coordinator will have an induction meeting with a Stanley River staff member.