



Parent-Helper Booklet

November 2008

Nuts and Bolts

Camp Contact Details:

471 Karakariki Rd

RD9

Hamilton

Ph (07) 829-8665

Fax (07) 829-8486

www.campkcc.org.nz

Camp Director: Michael Popping

Camp Organiser:

First Aid:

Parent Helpers:

Main educational purpose of camp:

- To develop concern for the environment
- To develop awareness and acceptance of our own and others' capabilities
- To develop confidence and courage
- To develop tolerance and co-operation
- To develop responsible attitudes and independence
- To develop ability to cope with new experiences
- To develop acceptance of the need for rules and regulations

Your Role as a Parent Helper

We are very grateful for your decision to join our team as a parent helper at camp. It looks to be an enjoyable few days together.

- Your main responsibility is to act in “loco parentis” as we do, although the teachers will take the ultimate responsibility in planning, control, supervision, major decisions and follow up work. We ask that you assist us in all areas of camp life.
- There will be times when you will be required to make decisions using your own discretion and initiative just as you would at home.
- You will be assigned a group of children to guide, encourage, support and supervise. Please stay with this group for all activities (including duties) unless advised otherwise.
- During activities please keep an eye on your group and check that they:
 - are all present (before, during and after an activity)
 - are suitably dressed (shoes etc)
 - have all the required gear/equipment
 - know what to do / where to go
 - are safe and behaving in a safe way
- Be prepared to have fun and laugh with the children. Expect respect and co-operation from all the children at camp.
- Please be aware of potential hazards and be familiar with emergency procedures and RAMS.
- We couldn't run this camp without you. We want you to enjoy the experience and to please ask for any help or support needed.

Camp Programme

Activity Rotations

Group Organisation

Activity/Duty Groups

Caving Groups

Allergies and Risks

Allergies	
Weaker Swimmers	

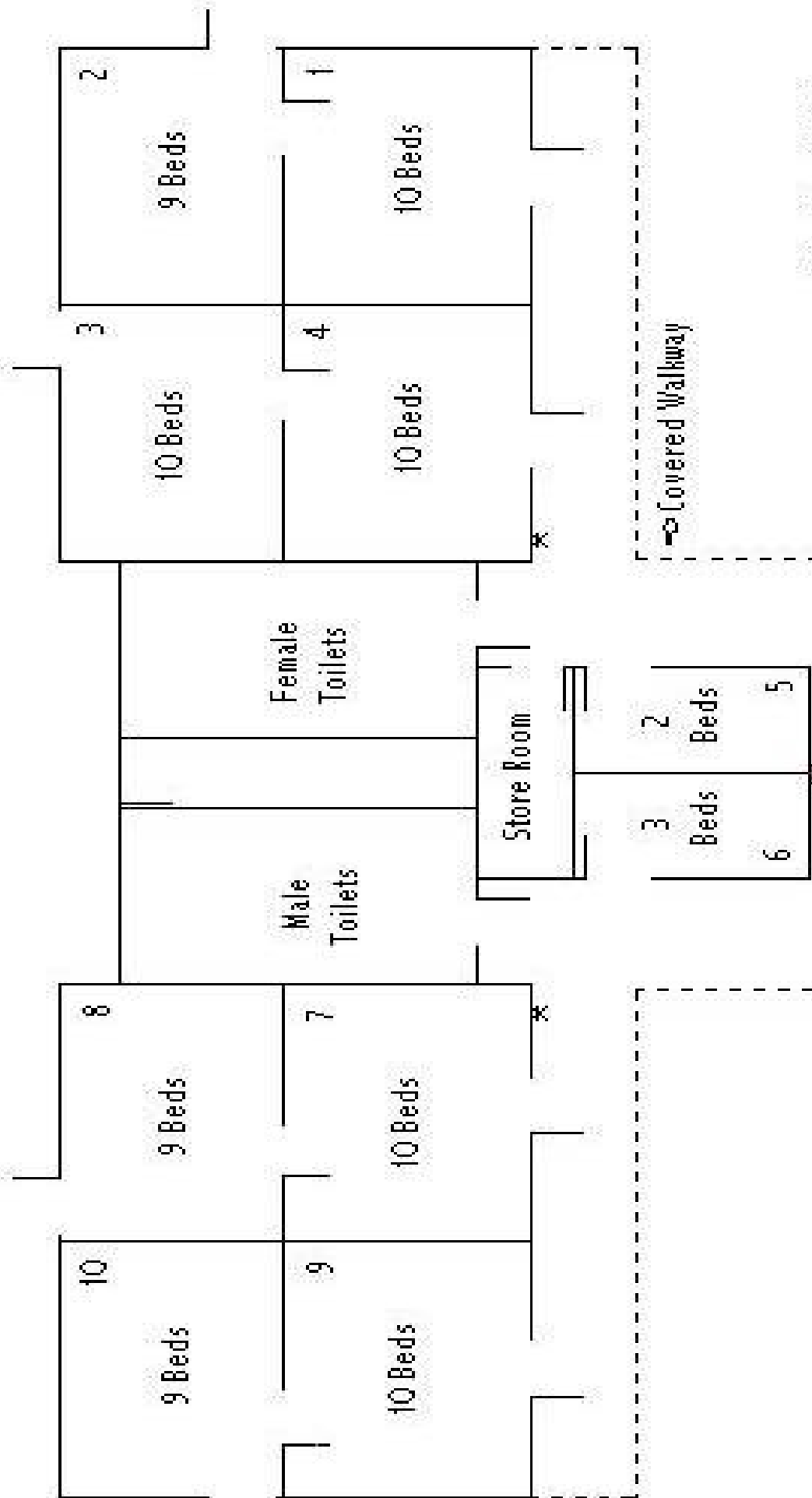
Sleeping Arrangements

Females	
Dorms 1 & 2	Dorms 3 & 4
Dorm 5:	

Males	
Dorms 7 & 8	Dorms 9 & 10
Dorm 6	Flat

K Lodge	

KCC Cabin Layout



Duties Roster

Duties Explanation...

Set & Clear Tables

- Report to kitchen staff ½ hour before meal
- Set tables as directed
- Set up Camper Dishes Trolley with scrap bowl, hot soapy water for knives, forks & spoons
- At completion of meal, clear and wipe all tables. Ask Program Director whether tables and forms should be put away or left out.
- Sweep hall floor

Cook's Dishes

- Report ASAP after meal
- Do all dishes. Check with staff for any other dishes before you finish.
- Wipe down all benches and table
- Sweep floor, and mop if necessary

Camper Dishes

- Report ASAP after meal. You may like to start while pudding is served.
- Do all dishes
- Wipe down all benches, Tea & Coffee area and trolleys
- Sweep floor, and mop if necessary

Upstairs lounge

- Remove any rubbish
- Stack chairs (no more than four high)
- Vacuum carpet and stairwell

Bathrooms

- Obtain cleaning kit containing solutions and rags from camp staff. Ensure cleaners are not sprayed at people i.e. eyes
- Clean all stainless steel surfaces e.g. sink benches, shower trays
- Brush out toilet bowl with brush
- Male toilets - clean urinal with disinfectant
- Wipe toilet seat (both sides), cistern and door handles with disinfectant. Wipe dry.
- Scrub shower walls (with disinfectant)
- Empty any rubbish buckets. Take full rubbish bags around to the Wood sheds. Replace rubbish bags.
- Check for and replace paper towels and toilet paper
- Clean mirrors
- Sweep or hose floors

Dorms

- Cabins are cleaned up by campers before "dorm inspection". Cabin leaders should be supervising this – dorm-cleaning time is NOT free time for leaders.
- You may need to retrieve vacuum cleaners etc. from the storeroom. Campers are not to go into the storeroom.
- Ensure that dorms share the cleaning equipment, especially vacuum cleaners.

Morning Tea, Afternoon Tea and Suppers

- Set out biscuits and glasses or cups
- Prepare and serve drinks
- Do all dishes
- Wipe down all benches, Tea & Coffee area and trolleys
- Sweep and mop floor if required

Activity Information

KCC Activity Code



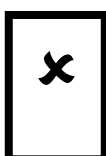
GO

Go Ahead Without an Adult



WAIT

Wait for a Suitable Adult to be Present



STOP

Trained or Experienced Supervisor Must be Present

Archery

- No person is to stand in front of those with a Bow
- Make sure the backdrop is clear and safe
- Do not shoot arrow over screen or straight up. Only shoot towards target.
- Remove arrows in the opposite direction to the entry and holding back the target. This should only be done when all arrows have been fired and the supervisor allows
- At no time should you leave the equipment unattended. Return all equipment at the end of activities.
- Position arrows on bow with odd coloured flight away from bow (so flights don't knock the bow when released)

Air Rifles & BB Guns

- Supervisor must be 18 or over, or 16 or over and holding a current firearms license
- No person is to stand in front of those firing
- Only fire at targets, not at signs, doors, windows or anything else
- At all times treat guns as loaded – NEVER point at people!
- Three slugs each (for Air Rifles) or one magazine each (BB Guns) then change person
- Check for blockages at each change
- At no time should you leave the equipment unattended
- Return all equipment at the end of activities

BMX

- BMX helmets must be worn and fitted correctly
- Covered shoes must be worn, and no loose clothing
- Check track for hazards
- Bikes only to be used on BMX track or unused field area close to BMX Track
- 13 years and under only on bikes, and no doubling
- Return all bikes and helmets to red shed at end of activities



Accident, Medical and Emergency

First Aid Supervisor:

IN CASE OF AN ACCIDENT OR MEDICAL EMERGENCY:

- Make sure that it is safe for you to intervene
- Do not move the person(s) unless they are in a life threatening location
- Send a responsible person to tell the camp First Aid officer, Camp Organizer or Camp Manager. If appropriate, activate the fire/emergency bells and follow **"Emergency Assembly"** procedure.
- Make the person warm and comfortable (taking care not to move neck and/or back where injury to them is possible)
- Send away curious onlookers. Do not crowd injured person.
- First Aid officer, Camp Organiser or Camp Manager to administer First Aid, call appropriate emergency services and/or organise transport to doctor.

IN CASE OF FIRE OR MAJOR EMERGENCY:

- Person(s) noticing fire/emergency in any area will:
 - Immediately activate the fire/emergency bells
 - Ensure the Camp Organiser (Timothy Popping) and Camp Manager (Michael Popping) are aware of the emergency.
- Alarms switches are located:
 - Back of the kitchen
 - By Hall door leading to girls dorms
 - On the outside of the boys and girls dorms near the toilets
- Follow **"Emergency Assembly"** procedure
- If required Emergency Services are to be called using a safe phone by dialling 1-1-1. KCC Address is 471 Karakariki Rd, RD9 Hamilton. Road turn-off is 3km west of Whatawhata (towards Raglan). Phones are located at back of kitchen, camp office & staff house, or try a neighbour if it is safer.
- **Yours and all other people's safety is the highest priority.** Only fight fires etc. if you can safely do so.
 - Fire reels are located midway along the main camp building on the car park side and in the walkway between the boys and girls dorms.
 - Fire extinguishers are located at each end of the camp kitchen.

EMERGENCY ASSEMBLY

**Assembly Point:
Painted Hard
Court Area**

When the Fire/Emergency Bells ring do the following:

- Proceed as safely and quickly as possible to the assembly point
- Gather quietly into assigned groups
- Group Leaders are to do a roll call to account for all persons in their group. Leaders are to report to the Camp Organiser or Camp Manager confirming all accounted for, or who is missing.
- Everyone is to stay in groups at the assembly point until the "All Clear" is given by the Camp Organiser or Camp Manager.
- Camp Organiser or Camp Manager to ensure all persons are accounted for – may need to do own roll call. If persons are missing, organise a safe search for them. Organise first aid or

KCC RULES AROUND CAMP

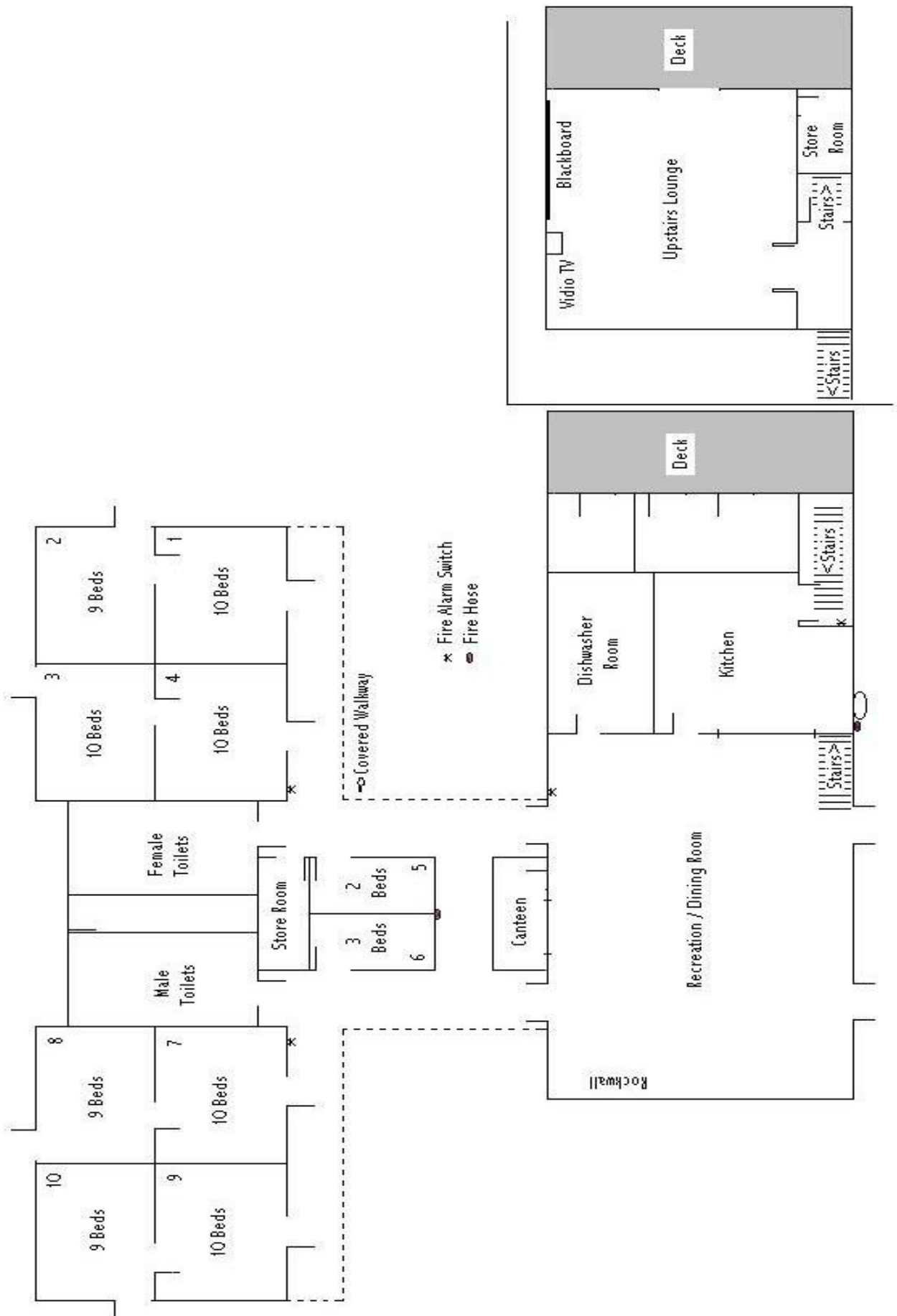
1. That a table grace be said before all meals (by camp staff, group adult or child).
2. To avoid the premises being used against the purpose it was built for, no meeting held at KCC will teach or promote any view contrary to the following key doctrine held by the KCC Trust.
 - a. *The Holy Bible is inspired by God and is the final authority on matters of faith.*
 - b. *Within the nature of the one God there are three distinct persons, Namely The Father, The Son & The Holy Spirit.*
 - c. *God the Son, Jesus Christ, physically came to earth, Died for the payment of our sins, body rose from the dead, ascended to Heaven and will return to judge the living and the dead.*
 - d. *Every person is a sinner. The only way for sinners to get right with God is by faith alone in Jesus Christ alone, resulting in eternal life.*

Please feel free to contact us for a full copy of the Doctrines, with biblical references, held by the KCC Trust.

3. NO alcoholic beverages or illegal drugs are to be brought onto the property.
4. NO smoking in any of the buildings.
5. ALL ACTIVITIES TO BE SUPERVISED BY ADULTS, FOLLOWING ACTIVITY GUIDELINES.
6. The general hygiene and cleanliness of the building to be maintained by the group using the facilities, and to be left clean and tidy when vacating. Should the facilities not be left in the same condition as on arrival, a cleaning surcharge will incur.
7. The areas in & around the STAFF HOUSE, SHEDS & WORKSHOP are OUT OF BOUNDS.
8. The camp staff will give an invite to our Christian Holiday Camps. We would be happy to give a more comprehensive Christian programme if requested at no charge (including games and bible stories).
9. No pets are allowed.
10. Consideration of other people's property as well as noise control after 11pm to be exercised.



KCC Layout



Notes: