

Teacher Handbook for UPCC

We hope this handbook will assist you in planning your stay at UPCC.

If you find that you have additional questions or you would like some assistance,
please feel free to contact us via email or phone.

enquiries@upcc.com.au

(03) 5783 1584



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Essential Information

Organiser's Checklist

	Time Before Camp	
<input type="checkbox"/>	6 months or when booking is made	Fill out the Conditions of Booking and Hire Form and return it UPCC along with your 25% deposit (http://upcc.com.au/resources/conditions_of_booking_and_hire.pdf)
<input type="checkbox"/>	6 months or when booking is made	Book transport to UPCC (45 Stokes Track, Upper Plenty VIC)
<input type="checkbox"/>	6 months or when booking is made	If you haven't been to UPCC before, organise a visit and site tour to get a feel for the site if you want to.
<input type="checkbox"/>	3 months	Think about the purpose for your camp and choose activities that will address your purpose. Once your activities are chosen communicate with UPCC who will create a program for you. Review the program, making any desired changes known to UPCC.
<input type="checkbox"/>	1 month	Send home 'What to bring list'
<input type="checkbox"/>	1 month	Using the booking portal, upload camper names to the camper registration page (you should have received your log in details upon confirming your booking) along with room allocations and dietaries. Note this can be adjusted up to 1 day prior to camp. Please also include teachers.
<input type="checkbox"/>	1 month	Form activity groups with 11- 14 students in each group. Also consider assigning leaders to groups or activities. Consider using these groups (or rooms) for duty groups, which are required after each meal.
<input type="checkbox"/>	1 week	Review registered campers, dietaries and room allocations.
<input type="checkbox"/>	1 week	Print out student booklet, room lists, activity group lists etc. Room lists can be printed when you log into our web site.
<input type="checkbox"/>	1 week	Organise First Aid Kit, Epi pens, asthma puffers, etc.
<input type="checkbox"/>	Day of	Armed with a spirit of adventure, collect medications, mark off kids, hand out student booklets, load the bags, climb onboard the bus, off we go!
<input type="checkbox"/>	Day of	On arrival at UPCC, a staff member will greet you, and help orient your group. Once settled into rooms they will gather you together for a safety and responsibility chat before starting the program.

General Information

Internet

You will find WiFi throughout all the facilities available for free. We can set a password for the WiFi if you don't want students to access the internet.

Mobile Coverage

There is good mobile coverage indoors and out for Telstra and their providers. Vodafone also has good coverage, although Optus can only be found in limited outdoor locations.

Tea and Coffee Machine

Our freshly ground coffee and hot chocolate machines are available at all times to staff in the dining room. Student use of the machines is at the discretion of the teachers. An assortment of Teas and instant coffee are also available at all times along with a bowl of fresh fruit.

What to Expect When You Arrive

On arrival you will be greeted by a staff member, who will give you directions as to where to place your bags depending on the weather.

Time will be given to allow campers to go to the toilet, get a drink and eat their morning tea if they haven't already.

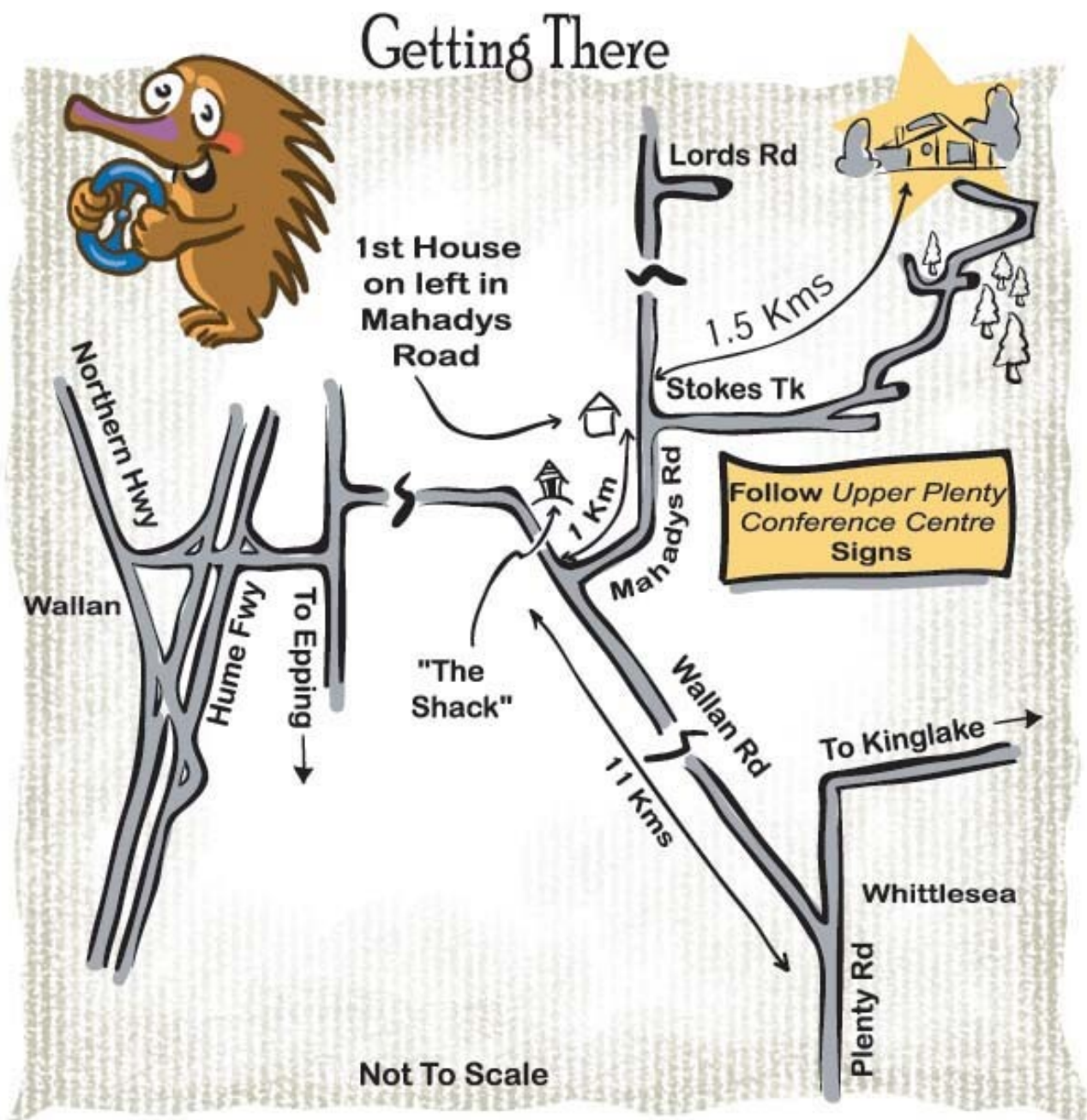
Everyone will then be gathered together to be officially welcomed and go through a safety and responsibilities chat from staff as well as teachers, if they want. This will be followed by a site tour led by a staff member.

Campers will then be given time to settle into their rooms, eat their lunch (brought from home unless otherwise organised with UPCC), and have a walk around.

During this time it might be necessary for some leaders (teachers/parents) to be trained by a UPCC staff member in the activities they are running/assisting in. If this is the case, the campers will still need to be supervised.

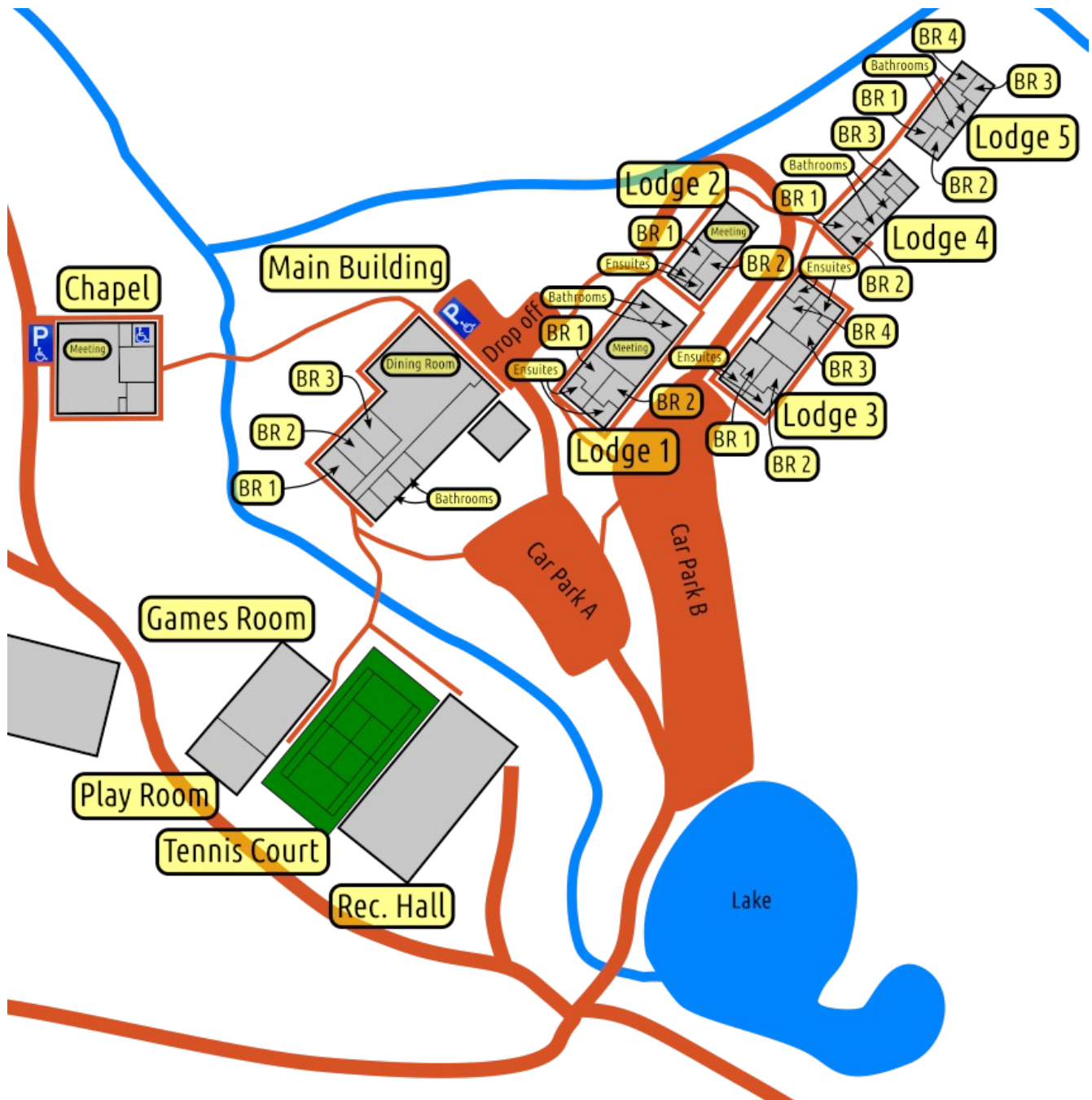
How to Get to UPCC

Your phone's GPS should get you here! Remember to follow the signs once you are on Stokes Track.



Site Map

Below is a layout of the site. Busses can turn around on carpark B.



Site Facilities

Accommodation

We have an overall capacity to sleep 120 guests in 19 bedrooms. Bedrooms range in size from 2 to 10 beds with one double bed in each room. Each Lodge is installed with split systems to keep you comfortable.

All accommodation is a short walk from the main dining room. We provide a comfortable mattress and pillow, but guests will need to bring their own bedding, towel etc. We can provide a limited amount of bedding for an extra charge.

Main Building

- 3 Bedrooms each with 9 single beds and 1 double bed.
- 2 Shared bathrooms under the same roof.

Lodge 1

- 2 en-suited bedrooms each with 7 single beds and 1 double bed.
- Also has a meeting room that can seat around 40 people.
- As well as 2 general use bathrooms.

Lodge 2

- 2 en-suited bedrooms each with 5 single beds and 1 double bed.
- Also has a meeting room that can seat around 20 people.

Lodge 3

- 4 en-suited bedrooms each with 7 single beds and 1 double bed.
- Also has a small common area.

Lodge 4

- 3 bedrooms each with 3 single beds and 1 double bed.
- 2 shared bathrooms under the same roof.
- Also has a common area.

Lodge 5

- 4 bedrooms each with 3 single beds and 1 double bed.
- 2 shared bathrooms under the same roof.
- Also has a common area.

Leader's Retreat

- 1 bedroom near the Chapel with 1 single bed and 1 queen size bed.
- There is an accessible bathroom under the same roof.

Common Areas

We have a number of facilities for your group to use, including the Main Dining Room, and the Chapel equipped with A/V equipment and a sound desk.

Our facilities include:

Dining Room

- Seats up to 140 people.
- Equipped with 65 inch screen and in house speakers with 2 microphones.
- Separate PA system for making announcements across the site or to targeted areas on the site.

Chapel

- Seats up to 140 people.
- Includes a 16 channel mixer with stage connections.
- Data projector with large screen behind stage and 2 42 inch screens on either side of the stage.
- A sound desk at the back of the Chapel where everything can be controlled.

Breakout Rooms

- Lodge 1, about 40 people.
- Lodge 2, about 20 people.
- Lodge 3, about 10 people.
- Lodge 4, about 10 people.
- Lodge 5, about 10 people.

Indoor Recreation Hall

- Basketball ring
- Sporting equipment
- Indoor climbing wall(UPCC staff required)

Games Room

- Pool tables
- Table tennis
- Foosball
- Air hockey
- Carpet ball (Ed's Alley)

Play Room

- Only for children 8 years old and under, must be supervised by a responsible adult.
- Indoor play ground.
- Movie breakout room, with limited movies available.
- Toys and books.

Tennis Court

Sports Oval

Campfire Area

Marked bush walks for most fitness levels

In Case of an Emergency

Police/Fire/Ambulance call 000

Address: 45 Stokes Track, Upper Plenty Vic*

* Please note that UPCC staff are happy to meet the Ambulance at the corner of Mahadys Rd and Wallan Rd, to show them to the site.

Emergency Services

Wallan Police Station	5783 0400
Whittlesea Police Station	9716 2102
Vic Bushfire emergency line	1800 240 667
State Emergency Services (SES)	132 500
Northern Hospital Epping	8405 8000

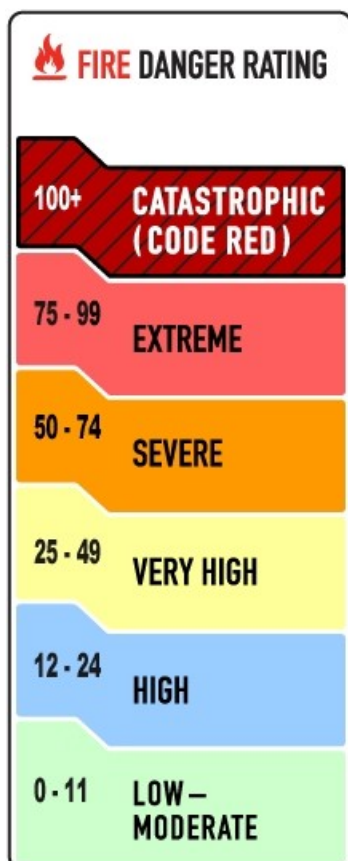
Doctors

Whittlesea Medical Centre	9716 2207
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Camp After Hours Contacts

Camp number available 24/7	5783 1584
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Bushfire Information



UPCC will monitor the CFA fire danger ratings as per the chart below. They will also keep all guests updated on the CFA ratings. Any local incidents during their camp will also be communicated. If you want more regular updates, contact management.

UPCC will invoke it's EMP and any group in residence shall do likewise and evacuate as early as possible, either the night before or before 10:00 am on the morning of the code red day.

Operations as normal with a heightened sense of awareness and hourly monitoring of CFA website and ABC local radio 774. Regular communication with group to ensure they are aware of all local threats. Offsite excursions would be cancelled or postponed.

Operations as normal with a heightened sense of awareness and 2 hourly monitoring of CFA website and ABC local radio 774

Operations as normal with a heightened sense of awareness and 4 hourly monitoring of CFA website and ABC local radio 774

Operations as normal with a heightened sense of awareness and daily monitoring of CFA website and ABC local radio 774

Operations as normal

EVACUATION PLAN



Catering Requirements

Dining Room Procedure

Our dining room can seat up to 140 people and cater to a range of dietary requirements. The food is served cafeteria style.

Dining Room Briefing

Before your first meal, a UPCC staff member will brief the students on the dining room procedures for collecting their meal, clearing their plates and cleaning up.

Meal Service

We ask that the teachers are responsible for sending up a table at a time to collect their meals, ensuring that kids sanitise their hand before collecting their meal. Also ensuring that the serving area does not get too congested.

Duty Groups

We find the best way to arrange duty groups is to use their cabin groups. Duty groups are required to clean up the dining room after each meal/morning tea/afternoon tea. They will need to clear any left over dishes, push chairs in, pick up any rubbish from the ground and wipe down all the tables.

Supervision

As you can imagine duty groups will need supervision as will those students (depending on the age) who have dietary requirements.

Dietary Needs

UPCC provides nutritious meals, including lots of fruit and vegetables for all students. We understand that there are some students and teachers that have special dietary needs. We are able to cater to most of these needs including (but not limited to) vegetarian, vegan, gluten free, lactose free, dairy free, egg free, fructose free and nut free. If parents have concerns, especially for those with multiple requirements, we are happy to discuss their child's needs with them.

Meals for Students with Dietary Requirements

We try to make our meals for those with dietary requirement similar to the whole group to avoid unwanted attention. We do however ask that they remind the kitchen staff of their requirements at each meal, so that we can ensure they are receiving the correct meal.

3 Day Sample Meal Plan

	Day 1	Day 2	Day 3
Breakfast- 8am		Toast and spreads cereals porridge fruit yoghurt	Toast and spreads cereals porridge fruit yoghurt
Morning Tea 10:30am		Scones	Jam donuts
Lunch 12:30pm		HAMBURGERS rolls patty lettuce beetroot pineapple cheese cucumber tomato spinach sauces	WRAPS wraps cold meats lettuce spinach tomato cucumber cheese sauces
Dessert		Fruit and ice cream	Fruit and ice cream
Afternoon Tea 3:30pm	Biscuits & Fruit	Biscuits & Fruit	Biscuits & Fruit
Dinner 6:00pm	BAKED POTATO potatoes bacon coleslaw (cabbage white/red, carrots, mayo) sour cream cheese	SAUSAGES & BAKED CHICKEN sausages chicken chips peas corn	
Dessert	Choc Mousse & ice cream	Cheese cake & ice cream	
Supper Out after 8:00pm	Slice (Chocolate)	Slice (ginger)	

Other meal options:

Rice bowls, fish and chips, lasagne, chicken schnitzel, Spaghetti bolognese, Meat Pies, Roast.

What to Bring to Camp

Students

- Clothes: pants, shorts(mid thigh for activities), t-shirt, jumper, socks, shoes(closed toe for activities), underwear
- Wet weather jacket
- Beanie/Hat
- Second pair of shoes
- Old shoes that can get muddy
- Plastic bag for dirty clothes/shoes
- Bed sheet
- Pillow slip
- Doona / sleeping bag
- Torch
- Towel
- Toiletries (Body wash, tooth paste and toothbrush, hairbrush and hair ties, etc.)
- Sunscreen
- Drink Bottle
- Something to sleep with, if needed.
- Pencil case for activity books.
- Book to read
- Lunch for first day
- An attitude of fun and adventure!

Teachers

- First Aid Kit including ice packs, insect repellent and sunscreen.
- Student Medication.
- Room lists. These can be printed from the Booking Portal in numerous formats.
- Medication forms
- Staff Car, in case of an emergency.
- Teacher and student booklets
- Camera, though this might be your mobile phone
- Movie, if you are holding a movie night
- Equipment for night activities

Activities

We have a number of activities on site and we can also arrange horse riding with an off-site organisation. We have experienced instructors to facilitate activities like rock climbing and archery, and we provide comprehensive training for activities like geocaching, bush walking, initiative activities, camp cooking, hut building etc

UPCC Supervised Activities

Tube Slide
Indoor Rock Climbing
Archery
Crate Climbing
Canoeing

Teacher/Leader Supervised Activities

Initiative/team building Activities
Bush Walking
Camp Cooking
Hut Building
Geocaching
Giant Games
Bush Art

Free Time Activities

Indoor Rec Hall
Games Room (table tennis, pool tables, air hockey, Foosball)
Sports Oval

Off Site Providers

Uncle Nev's Horse Riding
Funfields Themepark

Sample Programs

Sample 3 day program for group of 55 to 70 students

	Day 1	Day 2	Day 3
7:30 - 8:00		Get ready for day	Get ready for day
8:00 - 9:00		Breakfast	Breakfast
9:00 - 9:15		Brush teeth, make bed, clean cabin	9 - 9:45 Brush teeth, make bed, clean cabin, pack bag
9:15 - 10:15		Activity Rotations Group 1 Tube Slide Group 2 Rock climbing Group 3 Camp Cooking Group 4 Geocaching Group 5 Team Building	10:00 Camp Wide Game
10:30 - 11:00	Arrive break for morning tea (from home)	Morning tea	11:15 Morning tea
11:00 - 12:00	Welcome, Briefing, Site tour with a few games...	Activity Rotations Group 1 Team Building Group 2 Tube Slide Group 3 Rock Climbing Group 4 Camp Cooking Group 5 Geocaching	11:45 Camp clean up & camp photos
12:15 - 12:30		Clean up for lunch	
12:30 - 1:45	Lunch (from home)	Lunch	Lunch
1:45 - 2:45	Group bush walk	Activity Rotations Group 1 Geocaching Group 2 Team building Group 3 Tube slide Group 4 Rock climbing Group 5 Camp cooking	
3:00 - 3:30	Afternoon Tea	Afternoon Tea	
3:30 - 4:30	Activity Rotations Group 1 Rock Climbing Group 2 Camp cooking Group 3 Geocaching Group 4 Team Building Group 5 Tube slide	Activity Rotations Group 1 Camp cooking Group 2 Geocaching Group 3 Team Building Group 4 Tube Slide Group 5 Rock climbing	
4:45 - 5:45	Free time in Games Room/Rec Hall	Free time in Games Room/Rec Hall	
5:45 - 6:00	Clean up for Dinner	Clean up for Dinner	
6:00 - 7:00	Dinner	Dinner	
7:00 - 9:00	Night Activity	Night Activity	
9:00 - 9:30	Prepare for Bed	Prepare for Bed	
9:30	Bed Time	Bed Time	

Additional Activities: More Team Building, Escape Room, **Canoeing**, Bush Art, Laser Tag*, Horse Riding* (this would need to be blocked over 2 rotations)

*additional charge

Red Text indicates activities that must be run by UPCC staff

Sample 3 day program Group of 40 to 55 students

	Day 1	Day 2	Day 3
7:30 - 8:00		Get ready for day	Get ready for day
8:00 - 9:00		Breakfast	Breakfast
9:00 - 9:15		Brush teeth, make bed, clean cabin	Brush teeth, make bed, clean cabin, pack bag
9:15 - 10:15		Activity Rotations Group 1 Team Building Group 2 Rock Climbing Group 3 Camp Cooking Group 4 Geocaching	10:00 – Camp Wide Game
10:30 - 11:00	Arrive break for morning tea (from home) and toilet	Morning tea	11:15 Morning tea
11:00 - 12:00	Welcome, Briefing, Site tour with a few games...	Activity Rotations Group 1 Tube slide Group 2 Bush Walk Group 3 Archery Group 4 Hut Building	11:45 Camp clean up & camp photos
12:15 - 12:30		Clean up for lunch	
12:30 - 1:30	Lunch (from home)	Lunch	Lunch
1:30 - 2:30	Activity Rotations Group 1 Rock Climbing Group 2 Camp cooking Group 3 Geocaching Group 4 Team Building	Activity Rotations Group 1 Bush Walk Group 2 Archery Group 3 Hut Building Group 4 Tube Slide	
2:45 - 3:45	Activity Rotations Group 1 Camp Cooking Group 2 Geocaching Group 3 Team Building Group 4 Rock Climbing	Activity Rotations Group 1 Archery Group 2 Hut Building Group 3 Tube slide Group 4 Bush Walking	
3:45 - 4:15	Afternoon Tea	Afternoon Tea	
4:30 - 5:30	Activity Rotations Group 1 Geocaching Group 2 Team Building Group 3 Rock climbing Group 4 Camp Cooking	Activity Rotations Group 1 Hut Building Group 2 Tube slide Group 3 Bush Walking Group 4 Archery	
5:30 - 6:00	Clean up for Dinner	Clean up for Dinner	
6:00 - 7:00	Dinner	Dinner	
7:00 - 9:00	Night Activity	Night Activity	
9:00 - 9:30	Prepare for Bed	Prepare for Bed	
9:30	Bed Time	Bed Time	

Additional Activities: More Team Building, Escape Room, **Canoeing**, Bush Art, Laser Tag*, Horse Riding* (this would need to be blocked over 2 rotations) *additional charge
Red Text indicates activities that must be run by UPCC staff

Activity Descriptions

Please note that all Risk Assessment Plans can be found on our website

<http://upcc.com.au/upccresources.php>

Archery

Location

On site – To the left side of the Sports oval.

Description

This is a fun activity that is inclusive of age and ability. It is a safe activity when all rules are followed and students are sensible. The students will be briefed on how to safely load, position and fire an arrow into a target from a suitable distance.

Suitable Age

Grade 3 and above

Staff to Student Ratio

UPCC recommended ratio 1 leader to 20 participants.

Staffing Requirements

This activity requires UPCC staff supervision

Archery Supervision Requirements		
Staff	Staff	Students
School	1	1-20
UPCC	1	1-20

Leader Required Experience (UPCC staff)

Leaders must have recent experience with UPCC archery equipment and have a knowledge and understanding of the current SOPs for Archery.

Assistant leader required experience.

Assistants need no previous experience.

Participants required experience

Participants need no previous experience

Bush Walking

Location

On site – There are a few different walking tracks on site, starting from different locations.

Description

Take a walk around the hills surrounding Mount Disappointment, look over valleys and even on a clear day spy the city of Melbourne or Macedon Ranges. Our walks take about 50-60 minutes and are suitable to able bodied walkers. The track is narrow and winds itself up Conical Hill at a slight incline but the views are all the reward you need.

Suitable Age

All Ages

Staff to Student Ratio

UPCC recommended ratio 1 leader to 20 participants.

Staffing Requirements

Bush Walking Supervision Requirements		
	Staff	Students

School	2	1-20
School	3	21-30

Leader Required Experience

There are no prior experiences needed to lead this activity although someone is required to attend with first aid training and a good knowledge of any medical conditions amongst the students.

Assistant Leader Required Experience.

Assistants need no previous experience.

Participants Required Experience

Participants need no previous experience

Camp Cooking

Location

On site – At the Campfire area, above the dam

Description

Students use the ingredients provided to make a damper dough and cook it, filling it with honey, butter or jam before eating it.

Suitable Age

All Ages

Staff to Student Ratio

UPCC recommended ratio 1 leader to 20 participants.

Staffing Requirements

Camp Cooking Supervision Requirements		
Staff	Staff	Students
School	1	1-20
UPCC	N/A	

Leader Required Experience (UPCC staff)

No experience required

Assistant Leader Required Experience.

No previous experience.

Participants Required Experience

No previous experience

Crate Climb

Location

On site – In the Recreation Hall

Description

Students form teams of 4 to 5. They then choose one member, who will be harnessed, to climb the crates while the other members assist in building the crate tower, attempting to climb as high as possible.

Suitable Age

Grade 3 and above

Staff to Student Ratio

UPCC recommended ratio: 2 leaders 12 to participants.

Staffing Requirements

This activity requires UPCC staff supervision

Crate Climb Supervision Requirements		
Staff	Staff	Students
School	1 (2)	1-12 (13-18)
UPCC	1	1-20 (13-18)

Leader Required Experience (UPCC staff)

Leaders must have approved recent experience and training with UPCC crate climb and have a knowledge and understanding of the current SOPs for Crate climbing.

Assistant Leader Required Experience.

Assistants need no previous experience although will need to be proficient at assisting though maintaining safety and encouragement.

Participants Required Experience

No previous experience

Geo Caching

Location

On site – Starting at the Dining Hall and moving around the site.

Description

This is a fun activity that is designed to encourage students to develop their map reading skills. The group will be given a device connected to GPS and will endeavour to find the locations of numerous secret treasures. Taking an item from each treasure box. Once all the treasures have been found, they will use their treasures to solve another puzzle.

Suitable Age

All Ages

Staff to Student Ratio

UPCC recommended ratio 1 leader to 20 participants.

Staffing Requirements

Geocaching Supervision Requirements		
Staff	Staff	Students
School	1	1-20
UPCC	N/A	1-20

Leader Required Experience (UPCC staff)

No previous experience needed although a basic idea of technology would be helpful.

Assistant Leader Required Experience.

Assistants need no previous experience.

Participants Required Experience

Participants need no previous experience

Giant Games

Location

On site – Games room

Description

In this activity students engage in some typical games that are now GIANT. Games include 4 in a row, Corn Hole, Pick up Sticks, Kerplunk, Jenga.

Suitable age

All ages

Staff to Student Ratio

UPCC recommended ratio 1 leader to 20 participants.

Staffing requirements

Giant Games Supervision Requirements		
Staff	Staff	Students
School	1	1-20
UPCC	N/A	1-20

Leader Required Experience (UPCC staff)

No previous experience.

Assistant Leader Required Experience.

No previous experience.

Participants Required Experience

Participants need no previous experience

Hut Building**Location**

On site – The far side of the Sports oval.

Description

Ever thought what might happen if you are caught out in the bush overnight without a tent? In this activity students will gather supplies from around the bush to build a shelter to protect them from the wind and dare I say it, the RAIN. Who will build the best hut?

Suitable Age

All Ages

Staff to Student Ratio

UPCC recommended ratio 1 leader to 20 participants.

Staffing Requirements

Hut Building Supervision Requirements		
Staff	Staff	Students
School	1	1-20
UPCC	N/A	1-20

Leader Required Experience (UPCC staff)

No experience required.

Assistant Leader Required Experience.

No previous experience.

Participants Required Experience

Participants need no previous experience

Indoor Rock Climbing**Location**

On site – In the Recreation Hall

Description

This is a fun activity where students are harnessed and belayed as they attempt to climb as

high as possible on either of the 6 meter walls. Students can challenge themselves to climb up using the different colour holds making the climb increasingly more difficult. They might also like to add a time challenge to their climb. So anyone, of any ability can climb at least a little. Students will be encouraged to set goals and celebrate as they achieve their goals.

Suitable Age

Grade Prep up

Staff to Student Ratio

UPCC recommended ratio 2 leaders to 12 participants, 3 leaders to 18 participants.

Staffing Requirements

This activity requires UPCC staff supervision

Indoor Rock Climbing Supervision Requirements		
	Staff	Students
School	1 (2)	1-12 (13-18)
UPCC	1	1-18

Leader Required Experience (UPCC staff)

Leaders must have recent experience and training with UPCC Rock climbing equipment and have a knowledge and understanding of the current SOPs for Indoor Rock Climbing.

Assistant Leader Required Experience.

Assistants need no previous experience although as they will be required to assist in fitting harnesses and safety equipment, experience in this would be helpful.

Participants Required Experience

Participants need no previous experience

Initiative / Team Building Activities

Location

On site – A little beyond the Tube Slide

Description

These activities are designed to encourage a group to work as a team to achieve a set task. Using the activities such as Whale Watch, Keypunch, TP shuffle, Warp speed, River crossing etc teachers are able to brief and debrief the students helping them to identify their successes and encourage them to see where as a team they can improve.

Suitable Age

Grade 3 and above

Staff to Student Ratio

UPCC recommended ratio 1 leader to 20 participants.

Staffing Requirements

Initiative Supervision Requirements		
Staff	Staff	Students
School	1	1-20
UPCC	N/A	1-20

Leader Required Experience (UPCC staff)

Leaders do not need any prior experience although it is encouraged that they look over the activity and the ideas for facilitating the group to gain the best outcomes.

Assistant Leader Required Experience.

No previous experience.

Participants Required Experience

No previous experience

Tube Slide**Location**

On site – Above lodge 5

Description

No need for water or snow - we don't need it for our Tube Slide. Participants sit inside a hard bottomed tube and zoom down our 50 metre long slide. Expect squeals of delight!

Suitable Age

Grade Prep and above

Staff to Student Ratio

UPCC recommended ratio 2 leaders to 15 participants.

Staffing Requirements

This activity requires UPCC staff supervision

Tube Slide Supervision Requirements		
	Staff	Students
School	1(2)	1-15(15-25)
UPCC	1	1-15

Leader Required Experience (UPCC staff)

Leaders must have recent experience and training with UPCC Tube Slide equipment and have a knowledge and understanding of the current SOPs for the Tube Slide.

Assistant Leader Required Experience.

Assistants need no previous experience but may be required to assist with fitting safety equipment and coordinating and supervising participants.

Participants Required Experience

Participants need no previous experience