



# Guidelines for your Edendale visit

Please ensure that all staff involved in the program receive and understand this information

## Bus drop off and pick up

**PLEASE NOTE:** There is insufficient space on the Edendale site for bus parking or turning. Coaches need to drop students off at the Eltham North Adventure Playground Reserve carpark – enter via Wattletree Rd (Mel 22A1).

## On arrival

From the Reserve, enter Edendale via the Diamond Creek footbridge and through the back gate. Walk past the homestead on your right and around to the Reception area, where you will be met by an Education Officer (this takes approximately 5 minutes)

Disabled parking is available on site.

\*Please inform us of any change to your departure time when you arrive, so we can adjust our program accordingly.

## Please be prepared!

Most activities at Edendale are conducted on or near the property. The environment includes open paddocks, bushland and gravelled pathways. We take care to provide the best conditions for students, however we do request that your **students and staff** come prepared with:

- clothing and footwear suited to outdoor activities under varied weather conditions:
- sturdy, closed-toe shoes (**particularly in snake season**)
- sunscreen and hat from September-May
- waterproof jacket and warm clothing, particularly in winter and spring

## First Aid

**September to April is snake season**, therefore it is important to prepare your group for this. You will also need to be aware of any special medical needs and allergies of your staff, students, and helpers, and it is the school's responsibility to bring their own first aid kit. As

our staff do not have access to your students' medical forms, **you have primary duty of care over your students while you are at Edendale.**

## **Waste**

The only waste that can be left at Edendale by your group is compostable or recyclable materials. Please request that students bring a rubbish-free lunch in re-usable containers and ensure that you take any waste to landfill back to school.

## **Student behaviour**

Your staff are expected to supervise students during the breaks and support our Education Officers with behavioural management during lessons. You know your students better than we do. Please let attending staff and students know that they must stay within sight of one of the school's supervising adults at all times, particularly during breaks.

Please feel free to participate in the activities with the students and ask any questions relevant to your current curriculum. Extra parent helpers are welcome at no extra cost.

## **Change of date or cancellation**

It is important that we have at least one week's notice if you need to change your booking. Increasingly, particularly in Term Two and Four, we are booked out weeks in advance so the more notice we have of a change of date, the more likely it is that we will be able to help you with another date.

## **Extreme weather**

We have undercover areas and some activities can continue during heavy rain or in extreme hot weather. If you are concerned about the weather, please phone us in the morning of your visit on 9433 3706. In case of light showers, please bring raincoats.

Programs postponed due to extreme weather (eg Extreme Fire Danger or Code Red days) will not attract a change of booking fee. We do reserve the right to change activities within a program due to last minute staffing changes, weather etc - this rarely occurs, however.

## **Payment**

Please advise us of the final number of students attending the program on the day of your program. An invoice will be sent to the school **after your visit** when we have received your final numbers unless otherwise arranged.

**We look forward to your visit**