

# MAROON OUTDOOR EDUCATION CENTRE

## *Booking Conditions 2024*



To maintain our focus on learning and safety we require schools to commit to the following **booking conditions**:

### **1. Prepare all staff and students for an active, outdoor, educational program.**

It is essential that schools work with their Maroon OEC coordinator to prepare the school community for the demands of the program, and provide timely advice to allow for adjustments in program that are responsive to the nature of the school community.

### **2. Campout**

Campout is a rich and real learning experience for staff and students. Maroon OEC is committed to the value of campout and this is reflected in prioritising the acceptance of booking applications that include campout.

### **3. Distribution of information**

Schools must use and distribute all Maroon OEC information to students, parents and teachers. This information allows students, parents / guardians and teachers to make a considered decision regarding their participation in a Maroon OEC program. The school must use our planning process and student management tool as outlined on the camp planning page of the [Maroon OEC website](#).

### **4. Accompanying Teachers and Adults**

Maroon OEC requires schools to **bring one teacher for each group of 24 students** (24 is the maximum group size) and **sufficient extra staff to meet the needs of the students and the demands of the program**. **Schools are required to bring a minimum of 1 extra teacher who will assume the role of school coordinator**. The school coordinator must attend the entire camp program. Schools should bring no more than 2 adults for each group of 24 students except in special circumstances.

### **5. Co-ordinator Workshop**

**It is expected that school coordinators for 2024 will participate in the Maroon OEC Coordinator's Workshop.** The aim of this workshop is to familiarise teachers with facilities, risk management, operating procedures, responsibilities and educational opportunities offered through Maroon OEC. The workshop will be conducted in Term 4, 2023. Workshop details will be provided to school coordinators in early Term 4, 2023.

### **6. Accurate Numbers**

Maroon OEC conducts its bookings process up to 18 months in advance. We rely on schools to inform us as early as possible of any significant change in student numbers. **Final student numbers, medical synopsis and dietary requirements must be provided to the Centre no later than 7 days prior to camp.**

### **7. Fees and Charges**

Students are charged a fee for each day, each night and each meal.

- Schools will be charged the full program fee for all students that attend Maroon OEC, unless late arrivals or early departures are advised more than 7 days in advance.
- Fees for additional cleaning and damage repairs will be charged to the school if required.
- An administration fee of **\$250** will be charged to schools who **do not submit final student numbers, medical and dietary information on time**.
- Booking deposits and program fees will be direct debited (swept) from the school bank account.

### **8. Deposit**

A deposit of 15% of the total cost of the program is required to be paid before the booking offer is secured. If your school brings fewer students than the booking number, Maroon OEC will retain a corresponding percentage of the deposit. For example: If a school books for 100 students and only 75 attend, 75% of the deposit will be deducted from the invoice total and Maroon OEC will retain 25% of the deposit.

### **9. Booking Changes and Cancellations**

Maroon OEC is to be advised of any requested booking changes or possible cancellations at least 1 full term before camp. Maroon OEC reserves the right to retain the full deposit if your school cancels or requests a change to the number of students or the length of the program. Your school's Principal can apply to the Maroon OEC Principal to refund the deposit in full because of extenuating circumstances.

## **10. Submission**

Booking applications for 2024 will close on Friday 23<sup>rd</sup> June. Booking offers will be made in Term 3, 2023. Successful applicant schools will receive a booking offer, which is secured when the booking offer has been signed by your Principal, returned and the full deposit has been paid.

If you require additional information, contact the Deputy Principal, Maroon Outdoor Education Centre via e-mail [deputyprincipal@maroonoec.eq.edu.au](mailto:deputyprincipal@maroonoec.eq.edu.au) or phone (07) 5463 6333.