

Booking Conditions



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 MOEC 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. Campout is a rich and real learning experience for all staff and students involved, especially when they are fully aware of the scope of their campout experience and suitably matched to it.

2. 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](#).

3. Fees and Charges

Students are charged a daily and nightly facility fee and a fee for every meal. Fees for additional cleaning and damage repairs will be charged to the school where required. Schools will be charged the full program fee for all students, unless late arrivals or early departures are advised more than 7 days in advance. Vocational Education and Training programs also attract an extra per unit charge. Fees and charges for 2021 will be the same as this year. Financial support for individual students can be negotiated with the MOEC Principal next year if required to maximise engagement.

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**. **In most instances schools are required to bring a minimum of 1 extra teacher** and 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. Attendance at Co-ordinator Workshop

The workshop for 2020 has been cancelled. The aim of this workshop is to familiarise teachers with facilities, risk management, operating procedures, responsibilities and educational opportunities offered through Maroon OEC. If you have not been to the Centre as a teacher or coordinator in the previous decade we ask that you arrange a pre-visit with the Deputy Principal.

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.** An administration fee of \$250 will be charged to schools who **do not submit this information on time**.

7. Deposit

A deposit of 15% of the total cost of the program is required to be paid before the booking offer is secured. The deposit will be refunded after the total camp charge has been direct debited.

8. Cancellations and Booking Changes

MOEC is to be advised of these possibilities at least 1 full term before camp. If your school cancels (or reduces the number of booked days), Maroon OEC reserves the right to retain the full deposit for unreasonable changes. Your school's Principal can apply to the MOEC Principal to refund the deposit in full because of extenuating circumstances.

9. Submission

Booking applications for 2021 are open between Term 2 Week 4 and Term 3 Week 1; 2020. Booking offers will be made in Term 3, 2020. 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 or phone (07) 5463 6333.