

# ATKV DRAKENSVILLE INFORMATION BOOKLET FOR TEACHERS



## WELCOME TO THE ATKV DRAKENSVILLE ENVIRONMENTAL CENTRE

Thank you for booking your school camp at ATKV Drakensville. We have created the following information booklet to ensure that your camp goes as smoothly as possible. We have also provided a checklist to ensure that everything is arranged.

### CAMP CONFIRMATION

Please ensure that the confirmation deposit is paid on the due date according to the quotation and that the camp confirmation form is returned to us. This ensures that we can allocate enough staff and order the catering requirements for your camp.

### ACTIVITY PROGRAMME

Your quotation includes a preliminary activity programme. This programme is subject to change and will only be finalised when your confirmation form is received. Thereafter, the programme depends on the weather and we will replace activities if necessary. Please let us know in advance about any specific requirements and if you're not 100% satisfied with our suggested programme.

### INDEMNITY FORM

Please ensure that every learner hands in an ATKV Drakensville Indemnity Form. The school's own indemnity form is not acceptable.

### RULES AND REGULATIONS

The standard ATKV Drakensville rules and regulations apply. Please ensure that learners adhere to this.

### WHAT TO BRING

- Medication
- Water bottle
- Towel and personal toiletries
- Flashlight
- Insect repellent
- Sunscreen and hat
- Swimming towel and purpose-made swimwear
- Pocket money for the tuck shop.

### CAMP SUPERVISION

- ATKV Drakensville staff is always on the terrain.
- ATKV Drakensville staff provides all catering and activities on the programme. School staff will have to help with supervising the activities and take control at bedtime and waking up.
- We acknowledge the school's general responsibility to care for its students.
- ATKV Environmental Centre guides do not share accommodation with children in the sleeping halls.

### MEDICAL AND OTHER EMERGENCIES

- All ATKV Drakensville guides as well as other staff have First-aid Certificates.
- However, it is our policy to first refer these cases to school staff unless the circumstances necessitate otherwise.

# ATKV DRAKENSVILLE

## INFORMATION BOOKLET FOR TEACHERS



### ACCOMMODATION

- All camps will use the sleeping hall facilities as their primary accommodation and for meals (unless resort houses are requested at full price).
- The Eland sleeping hall has space for up to 96 learners (48 boys/48 girls) and four teachers (two male/two female).
- Depending on the final numbers, we can provide additional accommodation, if necessary.
- Any additional accommodation will be allocated when the booking is made and the final allocation will be done when the final numbers are received.

### RESTAURANT

- All meals are provided by the Koswerf Restaurant. Learners' meals will be served in the dining hall.
- Teachers (unless otherwise specified) will enjoy meals in the Koswerf Restaurant. Breakfast consists of the Koswerf Breakfast and cereal, yogurt and fruits or a buffet breakfast if conference groups are also joining for breakfast. Lunch is the same as learners' meals and an à la carte menu is available for dinner, or there will be a buffet again if conference groups join us in the restaurant. Please tell your waiter that you are a teacher and from which school you are.
- An additional fee will be levied for special meal options such as Halaal, vegetarian, etc.

### INSURANCE, POLICE CLEARANCE AND FIRST-AID QUALIFICATIONS

- ATKV Drakensville has public liability insurance.
- All ATKV Drakensville Environmental Centre staff have current National Police Clearance Certificates.
- ATKV Drakensville staff have First-aid Certificates and are fully vaccinated against COVID-19.
- All ATKV Drakensville Environmental Centre guides are qualified adventure centre guides, accredited by CATHSETA and the Adventure Qualifications Network. The extent of their work includes abseiling up to 60 metres, archery, cable sliding and they are mountain trail guides.

### SECURITY

The ATKV Drakensville premises are manned by a 24-hour security team and patrolled at night. We haven't had any security incidents yet, but that doesn't mean that we shouldn't be vigilant.

**A big safe is placed at the entrance of the sleeping hall. We ask that all valuable items and cellphones are locked in this safe.**

### USE OF CELLPHONES

We prefer that children do not take cellphones with them to activities or meals. Parents can communicate with the coordinating teacher in case of emergency.

Please note that we do not take any queries from parents before or during the camp. Parents must please communicate with the coordinating teacher.

### SOCIAL MEDIA

ATKV Drakensville guides and marketing staff sometimes take pictures and place it on social media. **Please tell us beforehand if you would not like us to do this.** Follow us on Facebook or Instagram, and children are welcome to tag themselves. Also use our photo frames placed in different locations on the resort. Use #drakensville #enviro #yellowdoor #geeldeur #jougids #yourguide #dislekkerhier in your posts.

### COMMUNICATION WITH PARENTS

ATKV Drakensville guides or other resort staff do not communicate directly with parents. Please phone the teachers directly for any queries or news.

# ATKV DRAKENSVILLE

## INFORMATION BOOKLET FOR TEACHERS



### BANK DETAILS

ACCOUNT NAME	ATKV-Drakensville
BANK	ABSA
ACCOUNT NUMBER	406-470-9751
BRANCH CODE	632-005

### TOUR PACKAGE

Accommodation	Cost	Package
Duration	Per learner	Includes
2 nights	R 1100	Programme facilitation, 2 x breakfast, 1 x lunch and 2 x dinner
3 nights	R 1620	Programme facilitation, 3 x breakfast, 2 x lunch and 3 x dinner
4 nights	R 2130	Programme facilitation, 4 x breakfast, 3 x lunch and 4 x dinner
5 nights	R 2650	Programme facilitation, 5 x breakfast, 4 x lunch and 5 x dinner
6 nights	R 3160	Programme facilitation, 6 x breakfast, 5 x lunch and 6 x dinner
7 nights and longer	Available on request	

Teachers and bus drivers – School tariff	Teachers and bus drivers – Buffet tariff
Breakfast – R96.00	Breakfast – R149.00
Lunch – R101.00	Lunch – R126.00
Dinner – R129.00	Dinner – R254.00 (three-course meal)
Hamper – R128.00	Hamper – R128.00

# ATKV DRAKENSVILLE ACTIVITY LIST



Choose any of the following to fill your activity list:

ACTIVITIES ON THE RESORT	CHOICE	ACTIVITIES AWAY FROM THE RESORT	CHOICE
Drumming		All-out Adventures	
Abseil – 7 m		Drakensberg Boys Choir	
Abseil – 15 m (only high-school learners)		Dragon Rock Reptile centre	
Paintball		Falcon Ridge Birds of Prey	
Catapult paintball		Walking trail in the Royal National Park	
Air rifle target shooting		Agri studies (milk and cheese farm)	
Archery		Culinary arts – Bush braai and marshmallow braai	
Obstacle course		Basotho Cultural Village	
San rock art walking trail		Survival course	
Ecological study – Water/field/forest		Battlefields and historical terrains	
Cable slide			
Tube on the lake		<b>Evening activities</b>	
Float building		Drumming and talent evening	
Climbing wall – 6 m		Introduction to the Drakensburg	
Foofy slide		Drakensberg Geology	
Tube race		Stalk the lantern	
Go green: Renewable energy		Camp concert	
Catapult shooting		<i>Sokkie</i>	
Cultural games – Jukskei, stick fighting, etc.		DVD show	
High rope course		Blind man's buff	
Problem-solving		Night netball	
Da Vinci bridge building challenge		Night line	
Leadership identification			
Country sports (spitting buck's droppings, wheelbarrow race, tug of war)			
Leadership development			
Adventure golf			
Obstacle race			
Leadership team-building			

# ATKV DRAKENSVILLE CAMP CONFIRMATION FORM



Please note that schools with confirmed bookings have to fill in this form no later than **seven days** before arrival at the camp.

If you fail to send this completed form no later than **seven days** before the camp, it can result in extra catering cost and/or some facilities may not be available.

If you have any questions, please don't hesitate to contact us at **036 438 6287**, or send an email to [avontuur@atkv.org.za](mailto:avontuur@atkv.org.za).

## DETAILS OF CAMP COORDINATOR

CONTACT PERSON	
SCHOOL	
CONTACT TEL NR	
EMAIL	

## DETAILS OF FINANCIAL OFFICIAL

CONTACT PERSON	
CONTACT TEL NR	
EMAIL	

## CAMP VISITORS

GRADE		
FINAL NUMBER OF STUDENTS	BOYS	
	GIRLS	
FINAL NUMBER OF ADULTS	MALE	
	FEMALE	
BUS DRIVERS		
ESTIMATED ARRIVAL TIME		
Please note: Arrival must not be earlier than 14:00		
ARRIVAL DATE	DEPARTURE DATE	

## BIRTHDAYS

Name and date of birth of any learners or teachers who have their birthdays during the camp:

NAME	DATE
NAME	DATE
NAME	DATE
NAME	DATE
NAME	DATE

# ATKV DRAKENSVILLE CAMP CONFIRMATION FORM



**ONLY SPECIFIC DIETARY REQUIREMENTS. REAL ALLERGIES OR RELIGIOUS DIETARY REQUIREMENTS – NOT FOOD PREFERENCES OR SELECTIVE INTOLERANCES.**

An additional fee will be levied for special meal options such as Halaal, vegetarian, etc.

## DIETARY REQUIREMENTS

VEGAN – NO animal products.

1.		5.	
2.		6.	
3.		7.	
4.		8.	

VEGETARIAN – NO meat, but will eat eggs and dairy products.

1.		5.	
2.		6.	
3.		7.	
4.		8.	

NO PORK/BEEF – will eat chicken, fish and mutton.

1.		5.	
2.		6.	
3.		7.	
4.		8.	

HALAAL – our restaurant is not Halaal-certified, but products are certified by the Islamic Board.

1.		5.	
2.		6.	
3.		7.	
4.		8.	

ALLERGIES – please specify.

1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

**MARK EACH BLOCK TO CONFIRM THAT YOU HAVE COMPLETED EACH PRE-CAMP TASK**

- Yes, I have confirmed the dietary requirements for students and adults.
- Yes, I have informed the children of what to bring to the camp.
- Yes, I have ensured supervision (also in the sleeping hall).
- Yes, I have read the Information Booklet for Teachers.
- Yes, I understand that all activities will be facilitated by the ATKV Drakensville guides.
- Yes, each learner has submitted an ATKV Drakensville Indemnity Form.



# ATKV DRAKENSVILLE RULES AND REGULATIONS



## DETAILS

SCHOOL/GROUP		GROUP SIZE	
RESPONSIBLE PERSON		STUDENTS	
CELLPHONE NR	EMAIL	ADULTS	
DATE		DRIVERS	

### UNITS/BOARDING HOUSE

- Please respect the resort's guests, use the dustbins and please don't pluck/damage plants or trees. All programmes end at 21:00. The group must be silent by 22:00, when groups have to be in their respective units and under supervision of the responsible person.
- **NO** speakers are allowed.
- Smoking and alcohol are prohibited in the units.
- The group will be held responsible for any damage/breakage and payment will be expected immediately.

### SHOP

- Only five persons are allowed at a time and a teacher as well as a Drakensville guide have to be present to supervise. (Only groups of 20+.)

### TRANSPORTATION

- All transport to attractions and actions outside the resort will be provided by the school. As soon as the group leaves the resort for external actions and programmes, the resort does not take responsibility for any accidents, losses or damages.

### SWIMMING POOL

- Access to the complex with the heated pool will only be allowed if a Drakensville instructor accompanies the group. The group will only be allowed to use this facility if applicable arrangements were made in advance.
- Guests may **ONLY** wear purpose-made swimwear (no shorts, T-shirts or dresses).
- Teachers are responsible for supervision at the pools. The indoor pool is not available for school groups. Please use the heated outdoor pool only.
- No lifeguards on duty.

**PLEASE HAND IN ALL INDEMNITY FORMS WITH THIS FORM ON ARRIVAL.**

**Addendum to the ATKV Indemnity Form**

I, the undersigned, declare that I have read and understood the ATKV Indemnity Form, that all rules and risks were highlighted to me and that I have had the chance to get clarification. I also declare that I am authorised in terms of the law to receive the Indemnity Form and other applicable documents on behalf of the group and to sign it on the group's behalf. Furthermore, I also declare that I have discussed the Indemnity Form with the group and have highlighted all rules and risks to them.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

SIGNATURE

ID NUMBER



# ATKV DRAKENSVILLE INDEMNITY FORM



## 1. PARENT'S/GUARDIAN'S DETAILS:

1.1 I, \_\_\_\_\_ (full name and surname), parent/guardian of \_\_\_\_\_ (full name and surname) \_\_\_\_\_ (date of birth), hereby give my permission that they may participate in all the activities and excursions organised by the ATKV Drakensville Environmental Centre. I understand that activities such as abseiling, the Drakensburg Boys Choir, Falcon Ridge, All-out Adventures, Dragon Rock Reptiles, KZN Parks, the foofy slide, paintball, archery, catapult shooting, high and low rope courses, walking trails, etc. can be included in the programme, as requested by the school.

1.2 I accept that all reasonable precautions will be taken to ensure my child's safety and wellbeing. As far as I know, they are physically able to participate in the activities as organised by ATKV Drakensville and they are healthy.

1.3 I understand that I will be held responsible for any and all medical bills (including transportation costs to doctors) and/or hospital costs (if applicable) in case of illness, injury or the death of my child.

1.4 I transfer my power as parent/guardian to the ATKV Drakensville Environmental Centre's management if my child needs medical care/hospitalisation or surgical procedures.

1.5 I request that the responsible person takes note of the following (please list any aspects of which the Environmental Centre's management must take note, for example, allergies, etc.):

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1.6 My child can swim:

1.7 My child cannot swim:

1.8 May take photos:

1.9 May not take photos:

## 2. THE FOLLOWING INFORMATION IS IMPORTANT IN CASE OF MEDICAL TREATMENT OR HOSPITALISATION:

2.1 Medical scheme name: \_\_\_\_\_

Membership number: \_\_\_\_\_

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

2.2 Telephone numbers:

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Home number: \_\_\_\_\_

# ATKV DRAKENSVILLE CAMP CONFIRMATION (CONTINUE)



As parent/guardian, I undertake that I will not hold the administration, ATKV Drakensville or staff responsible for damages or any civil action due to any accident or any other event as a result of such person's bona fide behaviour/actions that could originate during the abovementioned activities, whether during the activity or during transportation to the activity, or any incident in respect of the learner's actions throughout their participation in the ATKV Drakensville Environmental Centre programme or the use of its facilities.

I, the undersigned, declare that I have read and understood the ATKV Indemnity Form, that all rules and risks were highlighted to me and that I have had the chance to get clarification. I also declare that I am authorised in terms of the law to receive the Indemnity Form and other applicable documents on behalf of the group and to sign it on the group's behalf. Furthermore, I also declare that I have discussed the Indemnity Form with the group and have highlighted all rules and risks to them.

\_\_\_\_\_  
**PARENT'S/GUARDIAN'S SIGNATURE**

\_\_\_\_\_  
**ID NUMBER**

\_\_\_\_\_  
**DATE:**

I, the undersigned, declare that I have read and understood the ATKV Indemnity Form, that all rules and risks were highlighted to me and that I have had the chance to get clarification. I also declare that I am authorised in terms of the law to receive the Indemnity Form and other applicable documents on behalf of the group and to sign it on the group's behalf. Furthermore, I also declare that I have discussed the Indemnity Form with the group and have highlighted all rules and risks to them.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**ID NUMBER**