

ATKV DRAKENSVILLE INFORMATION BOOKLET FOR TEACHERS



WELCOME TO 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.

Please note that any bookings cancelled within a 30-day period from the arrival date, will forfeit their deposit.

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 or tour operator'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. Please refer to the Camp Confirmation Form in this document for the rules and regulations.

WHAT TO BRING

- Medication
- Water bottle
- Towel and personal toiletries
- Flashlight
- Insect repellent
- Sunscreen and hat
- Swimming towel and purpose-made swimwear
- Pocket money – cash/card/Togel band 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 learners.
- ATKV Environmental Centre guides do not share accommodation with learners in the sleeping halls.

MEDICAL AND OTHER EMERGENCIES

- All ATKV Drakensville guides as well as other staff have first-aid certificates.
- However, it is out policy to first refer these cases to school staff unless the circumstances necessitate otherwise.
- The school is responsible for transport to any medical facilities

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INFORMATION BOOKLET FOR TEACHERS



ACCOMMODATION

- All camps will use the sleeping hall facilities as their primary accommodation (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. 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.
- The Koswerf Restaurant does not cater Kosher meals
- The Koswerf Restaurant uses Halaal-certified products and is sensitive when it comes to work surfaces and kitchen equipment, but the kitchen itself is not Halaal-certified. Learners can also bring their own meals or they can use local Halaal food suppliers. Rules for payment and delivery will be between the parents/school and the supplier. Please ask for a list of local suppliers if you need it. If a learner brings their own food or orders for delivery, they will also be required to bring their own utensils and glasses (preferably plastic or disposable). The Koswerf Restaurant won't be available to heat up any meals.
- An additional fee could 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 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.

Wall safes are available in teachers' rooms. We ask that all valuable items and cellphones are locked in this safe.

USE OF CELLPHONES

We prefer that learners do not take cellphones with them to activities or meals. Parents must please communicate with the coordinating teacher in cases of emergency.

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 learners 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.

ATKV DRAKENSVILLE INFORMATION BOOKLET FOR TEACHERS



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.
- Collection of learners by parents or guardians during the camp has to be arranged in advance. In case of an emergency, the teacher's onsite must please notify the head guide allocated to their group.

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

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 1266	Programme facilitation, 2 x breakfast, 1 x lunch and 2 x dinner
3 nights	R 1857	Programme facilitation, 3 x breakfast, 2 x lunch and 3 x dinner
4 nights	R 2447	Programme facilitation, 4 x breakfast, 3 x lunch and 4 x dinner
5 nights	R 3037	Programme facilitation, 5 x breakfast, 4 x lunch and 5 x dinner
6 nights	R 3627	Programme facilitation, 6 x breakfast, 5 x lunch and 6 x dinner
7 nights and longer	Available on request	

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Teachers and bus drivers – School tariff	Cost	Teachers and bus drivers – Buffet tariff	Cost
2 nights	R 632	2 nights	R 1028
3 nights	R 1002	3 nights	R 1611
4 nights	R 1372	4 nights	R 2195
5 nights	R 1742	5 nights	R 2779
6 nights	R 2223	6 nights	R 3363
7 nights and longer	Available on request	7 nights and longer	Available on request

Snack packs	Tariff	Lunch packs	Tariff
Option 1 – R100.00: Muffin x 2 Jungle Energy Bar 47g x 1 Fruit juice x 1 Simba chips x 1 Yogurt 100 g x 1 Chocolate bar 18 g x 1 Fruit x 1	R 100	Option 1 – R100.00: Chicken burger OR chicken wrap Fruit juice 200 ml x 1 Jelly Tots x 1 Biscuits 50 g x 1	R100
Option 2 – R130: Muffin x 2 Jungle Energy Bar 47g x 1 Fruit juice 200 ml x 1 Simba chips x 1 Yoghurt x 1 Chocolate bar 18 g x 1 Fruit x 1 Mini Cheddar biscuits x 1 Fruit stick 25 g x 1	R 130	Option 2 – R130: Chicken burger OR chicken wrap Fruit juice 300 ml x 1 Water 330 ml x 1 Simba chips 36 g x 1 Jelly Tots 40 g x 1 Biscuits 50 g x 1 Fruit x 1	R130

ATKV DRAKENSVILLE CAMP CONFIRMATION FORM



Choose any of the following to fill your activity list:

ACTIVITIES ON THE RESORT	CHOICE	ACTIVITIES AWAY FROM THE RESORT	CHOICE
Abseil – 7 m		All-out Adventures	
Abseil – 15 m (only high-school learners)		Drakensberg Boys Choir	
Paintball		Dragon Rock Reptile centre	
Catapult paintball		Falcon Ridge Birds of Prey	
Air rifle target shooting		Walking trail in the Royal National Park	
Archery		Tevreden Cheese Farm	
Obstacle course		Chocolate Class – Central Berg	
Ecological study – Water/field/forest		Basotho Cultural Village	
Ark Race (inflatable bars)		Agriculture museum	
Adventure blob		Battlefields and historical terrains	
Float building			
Climbing wall – 6 m		Evening activities	
Foofy slide		Drumming	
Go green: Renewable energy		Introduction to the Drakensburg (lecture)	
Catapult shooting		Drakensberg Geology (lecture)	
Cultural games – jukskei, stick fighting, etc.		Stalk the lantern	
High rope course		Camp concert	
Problem-solving		<i>Sokkie</i>	
Leadership team-building		Blind man's bluff	
Leadership identification		Stargazing	
Country sports (spitting buck's droppings, wheelbarrow race, tug of war)		Night line	
Leadership development		Night sound march	
Adventure golf			
Obstacle race			

ATKV DRAKENSVILLE CAMP CONFIRMATION FORM



Please note that schools with confirmed bookings have to fill in this form no later than **7 days** before arrival at the camp.

Camp confirmation:

If you fail to send this completed form no later than **7 days** before the camp, it can result in extra catering cost and/or some facilities may not be available.

Email: PieterV@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	

ATKV DRAKENSVILLE CAMP CONFIRMATION FORM



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

An additional fee could 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 learners and adults.
- Yes, I have informed the learners 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 CAMP CONFIRMATION FORM



COMMENTS/ADDITIONAL REQUIREMENTS

Write questions/comments or information that does not appear above.
Please include any comments about your camp and/or additional requirements.

A large, empty rectangular area with horizontal grey lines, intended for writing comments or additional requirements.

ATKV DRAKENSVILLE CAMP CONFIRMATION FORM



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 for all teachers during the camp.
- 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.
- No night swimming.

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.):

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 INDEMNITY FORM



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: