



Living Springs



KIDS CAMP INFORMATION

Welcome Campers!

Whether you're new or returning, we're excited to have you join us at Living Springs! Thank you for registering.

To ensure a great experience, please review all provided information so you're fully prepared. Whether it's our schedule, safety guidelines, or activities, being informed helps us all have fun and stay safe.

For new campers, our staff is here to help you settle in. Returning campers, welcome back—we can't wait to create more memories with you!

Caregivers, thank you for trusting us with your campers. Your involvement is key to making this camp unforgettable.

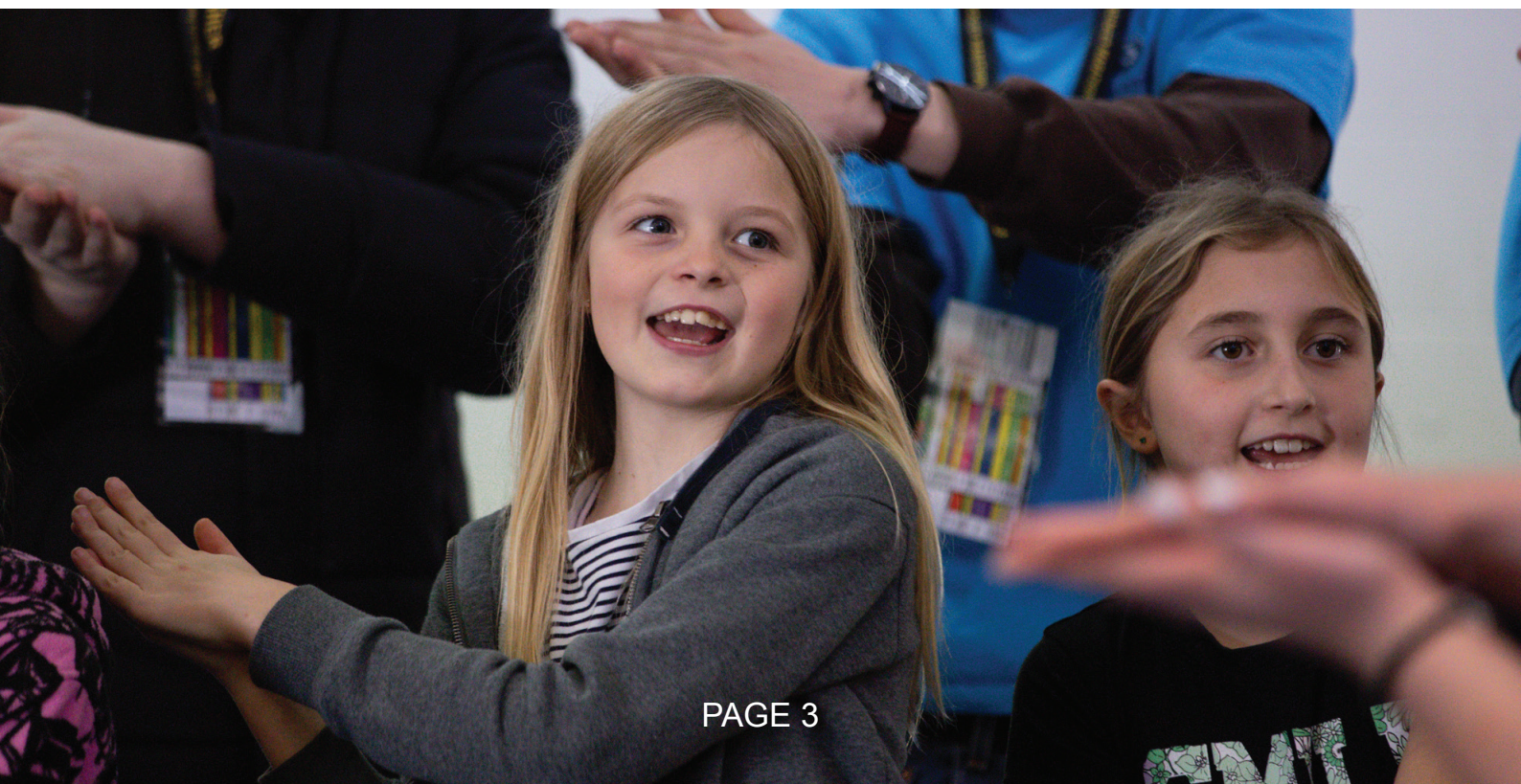
Get ready for an amazing time at Living Springs!


From Bex & the team



IN THIS PACKET YOU WILL FIND...

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A photograph of a man and three children running and smiling in a grassy field. The man on the left is wearing a white t-shirt and black shorts, making a peace sign. The children are running towards the camera. One girl in the center is wearing a dark t-shirt with 'TOUCH AND GO' and 'JACK ELECTRICAL' printed on it. Another girl on the right is wearing a green long-sleeved shirt and dark overalls. A third child is visible in the background. Large trees are in the background under a cloudy sky.

**A CAMP THAT IS DEDICATED TO
CREATING A PLACE OF
BELONGING, WHERE EVERY
CAMPER IS ENCOURAGED TO
GROW IN THEIR IDENTITY AND
FULFILL THEIR POTENTIAL.**

KEY CONTACTS

Bex Crosbie
Camp Director
bex@livingsprings.co.nz
027 834 4938

Alex Lattimore
Camp Administrator
Alex@livingsprings.co.nz
022 676 2916

Main Camp line - (03) 329 9788

Camp Media

All media captured at camp, including photos and videos, will be used exclusively for Living Springs promotional materials. These media will be shared on the Living Springs Kids Camp Facebook page for camp families to view; this is a private group requiring members to be approved before access is granted.

Camper Contact Policy

If you don't hear from us during the week, please don't worry - no news is good news! We have found that phone calls can sometimes lead to homesickness. Instead, feel free to email a message for your child to bex@livingsprings.co.nz. We will deliver your message to your camper, and they can reply if they wish. However, if you really need to speak with your child, please let us know and we will make the necessary arrangements.

Camper/Caregiver Feedback

At Living Springs, we value feedback from campers and caregivers to enhance our camp experience. You can find our camp survey through this link: <https://livingsprings.venueregistrations.net/camp-survey>.

Your feedback is important to us.

Please share your thoughts and experiences.

SUGGESTED PACKING LIST

CLOTHING (FOR 5 DAYS)

- ☐ Shirts
- ☐ Shorts/Pants (Depending on Season)
- ☐ Underwear
- ☐ Socks
- ☐ Hoodie/Sweatshirt
- ☐ Pajamas
- ☐ Strong cover footwear
- ☐ Extra shoes or gumboots
- ☐ Togs
- ☐ Raincoat

OTHER

- ☐ Torch
- ☐ Brimmed Hat
- ☐ Personal Medication (in plastic bag with name on it)
- ☐ SUNSCREEN
- ☐ Book or something quiet to do before bed
- ☐ Plastic bags for dirty clothes

TOILETRIES

- ☐ Towel 2x
- ☐ Toothbrush
- ☐ Toothpaste
- ☐ Shampoo/ Conditioner
- ☐ Body wash
- ☐ Deodorant

BEDDING

- ☐ Pillow
- ☐ Fitted Bed sheet
- ☐ Sleeping Bag
- ☐ Blanket (Optional)

LEAVE AT HOME

- ☐ Electronic Items
- ☐ Money
- ☐ Weapons
- ☐ Lollies
- ☐ Valuables

Please avoid sending clothing or personal items you deeply care about, as camp can be messy. We also highly recommend labelling your camper's clothing to prevent loss and make it easier to organize lost property

Lost Property Policy

Lost property is located at check out and is then posted on our Living Springs Kids Camp Facebook page and can be returned at your expense.

Unclaimed items are held for two weeks before being donated.



Camper Code of Conduct

We want Living Springs to be a fun and safe environment for **everyone**. To help us achieve this, it is important that both you and your camper read and understand the Code of Conduct and agree to the following rules:

1. I will show respect to other campers and treat them as well as I would like to be treated.
2. I will show respect to staff and cooperate with their instructions.
3. I will be sensitive to the needs of others and not discriminate based on age, race, gender, ethnicity, body type or religion.
4. I will not verbally abuse others by using inappropriate language, gossip, threats, teasing, exclusion, or harassment.
5. I will always listen to my leaders and respect their privacy and personal space.
6. I will respect the environment by refraining from littering and abusing equipment or using it without permission.
7. I will not deliberately cause bodily harm to other campers or staff. I understand that kicking, punching, hitting, or fighting are not acceptable forms of behaviour and will not be tolerated.
8. I will respect the property of other campers and staff.
9. I will be a positive contributor to and participant in all Camp programs and activities.
10. I understand that any form of tobacco product, controlled substance, illegal substance, cannabis, or alcoholic beverage is strictly forbidden at Camp and will result in dismissal.
11. I understand and agree that I am not allowed devices that facilitate playing games, watching shows, uploading/downloading data or being used as a telephone or for texting.
12. I understand that if a prohibited device is discovered, it will be confiscated for the duration of my stay at camp and be given back on my return home.
13. I have read and understand the 4-step process of discipline set out on the next page.
 1. Initial Conversation: The camper has a conversation with their leader to address the behaviour and understand the expectations.
 2. Team Director Meeting: If the behaviour continues, the camper has a meeting with their team director to discuss the issue further and outline the next steps.
 3. Kids Camp Director Discussion and Warning: Persistent issues lead to a conversation with the Kids Camp Director, accompanied by a warning call home to inform parents of the situation.
 4. Dismissal: If the behaviour does not improve, the camper will be dismissed from camp.
14. I understand that these rules and guidelines are for the safety and the protection of myself and all campers and staff.

I agree to follow the Living Springs Camper Code of Conduct and understand the consequences (as set forth in the Kids Camp process of discipline) if I do not



4-Step Process of Discipline

1. Leader Conversation:

- The camper has a one-on-one discussion with their immediate leader.
- The leader addresses the specific behavior and explains why it is problematic.
- The leader outlines clear expectations for future behavior and offers support for improvement.

2. Team Director Meeting:

- If the behavior persists, the camper meets with their team director.
- The team director discusses the repeated issue, emphasizing the importance of following camp rules.
- The team director sets out specific consequences if the behavior continues and provides guidance on how to make positive changes.

3. Director Discussion and Warning Call:

- Should the behavior continue, the camper has a conversation with the Kids Camp Director.
- During this discussion, the director reiterates the severity of the situation and the necessity for immediate improvement.
- The Kids Camp Director will also place a warning call home to inform the parents or guardians about the ongoing issues and potential consequences.

4. Dismissal:

- If the camper's behavior does not improve after the previous steps, they will be dismissed from camp.
- The decision will be communicated to the parents or guardians, explaining the reasons for dismissal and the steps that were taken to address the behavior.
- Whether the camper can return to future camps will also be discussed
- Arrangements for the camper's departure from camp will be made promptly.

Depending on the severity of the situation, steps will be skipped to ensure safety of everyone at camp.



SCHEDULE INFORMATION

Below is what an average week looks like at Kids Camp along with explanations for what things mean.

| | Monday | Tuesday | Wednesday | Thursday | Time | Friday | Time |
|---------|------------------------|-------------------------------|-----------|----------|---------|--------------|---------|
| | | LM | | | 7:30am | | |
| 8:00am | Check in | Breakfast | | | 8:30am | SLEEP IN | 8:00am |
| 9:00am | Tour / get to know you | Duties | | | 9:00am | Breakfast | 9:00am |
| 9:30am | | Jump Jam / Highlights | | | 9:30am | Big Clean up | 9:30am |
| 10:00am | | | | | 10:00am | Morning Tea | 10:30am |
| 10:30am | Morning Tea | Morning Tea | | | 10:30am | Colour Wars | 11:00am |
| 11:00am | intro/rules & Big Game | Workshops | | | 11:00am | | |
| 12:30pm | Lunch | Lunch | | | 12:30pm | Lunch | 1:00pm |
| 1:15pm | Colour Wars | Colour Wars | | | 1:15pm | Highlights | 1:30pm |
| 2:00pm | Cabin Time | Camp Diary / Zonk and Friends | | | 2:00pm | Rec | 2:00pm |
| 3:00pm | Afternoon Tea | Afternoon Tea | | | 3:00pm | Check out | 3:00pm |
| 3:30pm | Rec | Rec | | | 3:30pm | | |
| 5:00pm | Refresh | Refresh/ Showers / quiet time | | | 5:00pm | | |
| 5:30pm | Dinner | Dinner | | | 5:30pm | | |
| 6:30pm | Duties | Duties | | | 6:30pm | | |
| 7:00pm | Sesh | Sesh | | | 7:00pm | | |
| | Night Activites | Night Activites | | | | | |
| 8:30pm | Cabins | Cabins | | | 8:30pm | | |

Activities/Workshops – These change from camp to camp based on our Leaders.

We have cabin leaders run a workshop on skills they are passionate about.

Campers get to choose daily what workshop they would like to attend.

Duties – Camp can get dirty with so many campers doing all these activities all day, so during this part of the morning and night we all chip in and help clean up an area of camp.

Sesh – This is time in the day where we give campers interative presentation of the christian faith that is based on our Living Springs Values. It usual starts with a songs and dancing and then goes into a bible story that we pull values from.

Rec – This is one of the times in the day where campers get to choose their activity.

There are many activities at Living Springs that they can choose from such as Monorail, Trampolines, or mini golf.

Highlights – During this time we show kids highlight videos from the day and play some mini games and activities. We also present the colour group of the day, this is the group that had the highest points.

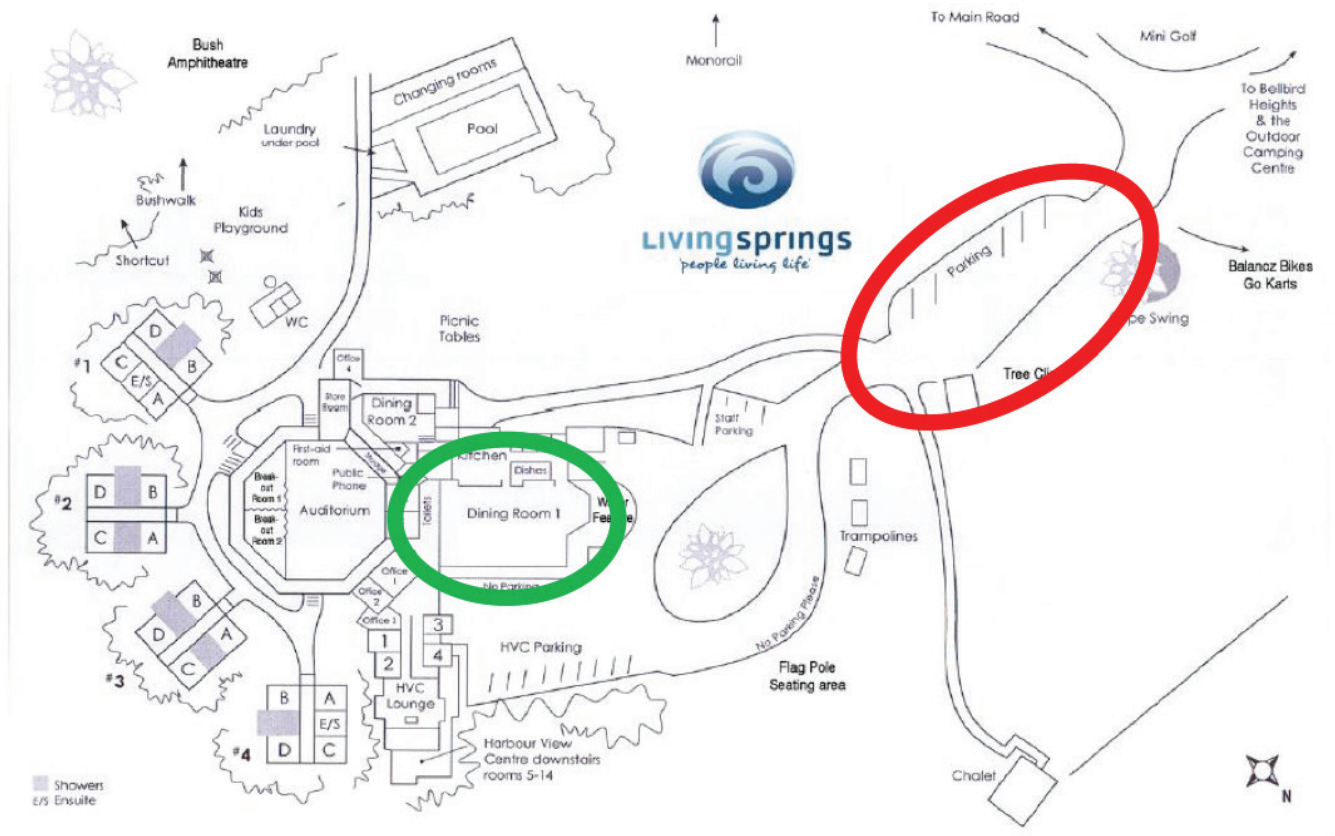
Refresh - Quiet time before dinner to refresh, shower and get ready for the night activities.

Colour Wars - Group challenges for points to win prizes



DROP OFF DAY

Camp Address : 218 bamfords rd, Allandale, RD1 Lyttelton 8971



SIGN IN AREA

PARKING AREA

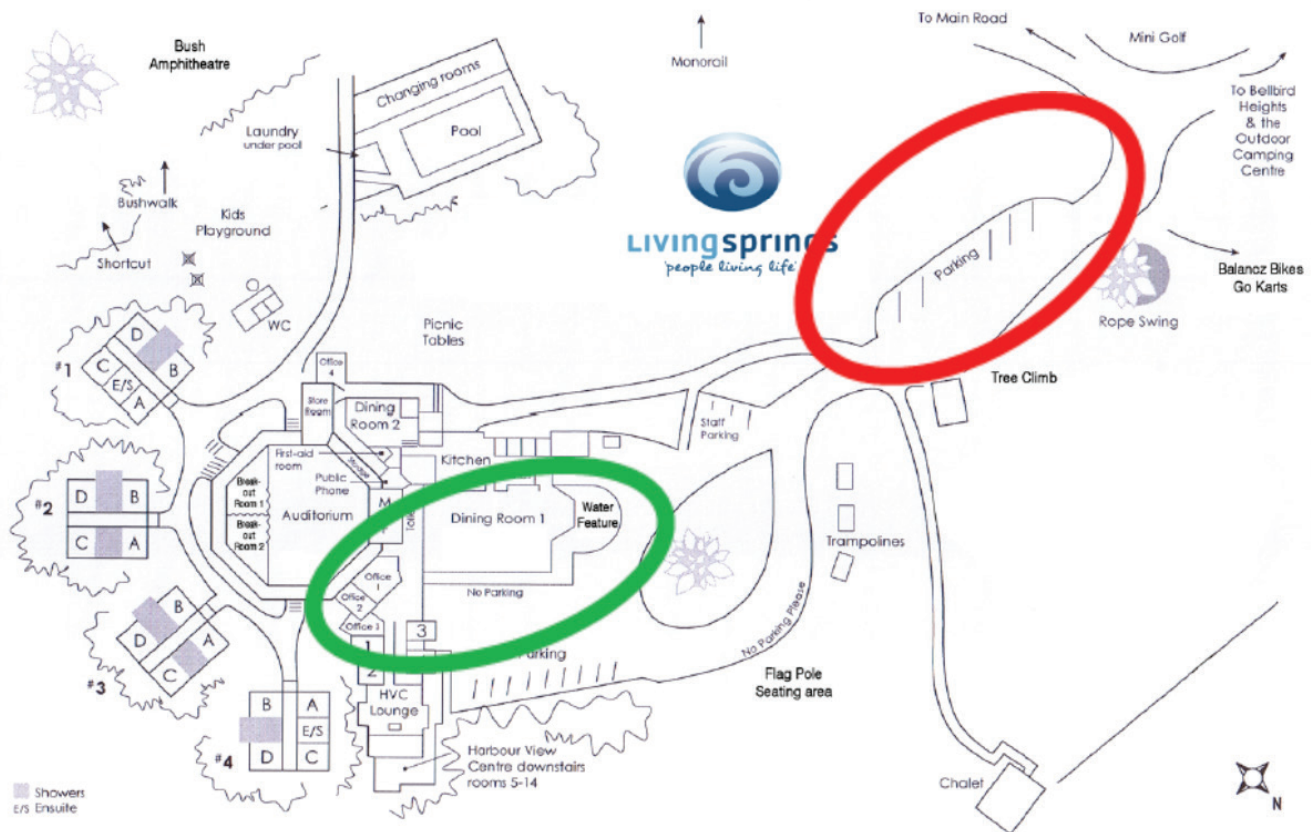
8:00 AM Sign in begins.

- Please inform us if you need to drop off earlier (No earlier than 7:45)
- Note on the Sign in sheet if someone different is likely to pick your child up on Friday.
- Hand in ANY medication (Even Hay fever Medication)
- Go to bunkroom with your camper to meet their leader
- Help set up bed, unpack.
- Say Goodbyes

9:00 AM Campers are introduced to camp and go on a tour.

PICK UP DAY

Camp Address : 218 bamfords rd, Allandale, RD1 Lyttelton 8971



SIGN OUT AREA

PARKING AREA

3:00 PM Sign out begins.

- YOU MUST SIGN OUT YOUR CAMPER BEFORE COLLECTING THEIR BELONGINGS
- Check lost property table for anything that might be your campers (See lost property policy for details)
- Find your campers luggage (Double check you have it all)

4:00 PM All campers must be signed out.

Risk Disclosure for Living Springs Activities

Participating in activities at Living Springs involves various risks, such as uneven terrain, heights, slippery conditions, water, sunstroke, dehydration, high winds, and vehicle transportation, which could lead to physical injury, emotional stress, or serious harm.

To mitigate these risks, Living Springs has a Safety Management System, safety procedures for each activity, well-trained Instructors, and undergoes regular audits to comply with national safety standards. The camp is registered with WorkSafe NZ under the “Health and Safety at Work (Adventure Activities) Regulations 2016” and audited by AdventureMark.

While Living Springs takes necessary precautions to minimize risks, participants must acknowledge the risks and assume personal responsibility for their actions. A detailed list of activities and associated risk assessments is provided to group organizers and is accessible on the Living Springs website. Safety briefings are conducted before each activity, and participants are expected to follow instructions from Living Springs staff at all times.

Living Springs reserves the right to remove participants who endanger their safety or others. Instructors will halt activities if participant safety is at risk. Participants are required to disclose any health concerns, injuries, or water confidence issues before engaging in activities. Groups organizing their own activities are responsible for safety management and outcomes.

Parent Declaration

- Refunds for camp fees are only granted at the Camp Director’s discretion, for unexpected situations like bereavement or broken limbs.
- Campers must adhere to all camp rules. Failure to comply may lead to dismissal without refund and potential charges for transportation or damages incurred.
- The registration form collects personal information for Living Springs staff to care for your child. Information is kept confidential and used only for mailouts, follow ups, emergencies, and administrative purposes.
- Living Springs may decline registrations for children who Living Springs believes would potentially pose a risk to themselves or others.
- Living Springs will not take responsibility for incidents involving campers where full disclosure (e.g. behavioural issues) is not given
- Camp leaders and staff are not liable for harm to person or property when a camper acts outside of established rules or engages in reckless actions not explicitly covered by camp rules.
- Campers must be free of diarrhoea or vomiting for 48 hours before attending camp. If a child vomits at camp, they must leave for 48 hours, unless there is a clear cause (e.g. overeating).
- Please hand all medications to the Camp Nurse upon arrival in its original packaging. Staff handling medication have a current first aid certificate.
- I consent to Living Springs staff administering provided medication during camp.

- I authorize the use of Paracetamol/Panadol for my child in recommended doses, if necessary.
- If my child requires urgent medical attention and neither I nor the emergency contacts can be reached, I authorize camp staff to make decisions in the camper's best interest and I agree to cover any resulting expenses.
- I consent to photos being taken of my child at camp for promotional purposes.
- I authorize my child to join adventure activities at Living Springs, conducted following the Living Springs Safety Management Systems (SMS).
- I authorize my child to participate in off-site trips during camp, where they will be transported by a licensed driver who is at least 21 years old.
- In adherence to our Kids Camp policies, parents/caregivers are required to sign their child in and out of camp. Notify us in advance of any authorized individuals for pick-up, especially if it may vary.
- Complaints can be submitted by any individual through a four-stage process. All complaints are documented in the Kids Camp file and copies are shared with the parties involved. Living Springs staff must adhere to the Living Springs Grievance Policy.
 1. If a complaint arises, individuals should first contact the Kids Camp Director, verbally or in writing, for a resolution.
 2. If the concern persists, it can be escalated in writing to the Living Springs Camp Administrator who will respond within a week after investigating the complaint.
 3. If the complaint is still left unresolved, escalate it in writing to Living Springs Operations Manager. They will address it within a week.
 4. If you are not satisfied with Living Springs' resolution, you may escalate the complaint to the Ministry of Social Development.

Further information

[Kids Camp SMS](#)

[Full Kids Camp Policies & Procedures](#)

[Adventure Activities AMPs](#)

All Located on our website

www.Livingsprings.co.nz/camp/kidscamp



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LIVINGSPRINGS.CO.NZ/CAMP/KIDS-CAMP