



S Teacher Information Pack



Welcome to Sugar Bay!

We are sure that you will have a great couple of days with us and we hope that you enjoy your stay. If you have any problems please do not hesitate to ask us. Here is a brief breakdown of who is who, how this week will run and also the general guidelines we follow at the resort. Let us know if you would like any changes made. Sugar Bay runs best when teachers and counselors are batting on the same side. So don't hesitate to ask any questions should you have any.

1.1 Management

Here is a brief introduction to our management staff:

Programmer: Paris (Sasha)

Head Counselor: Tape (Kieren)

Office Administrator:

Office Assistant :Tracey

Resort Manager: Kathie Day

Health Centre Manager: Alaska (Melissa)

Tuckshop Manager: Bamboo (Natasha)

Directors: Nic and Zoë Ellender

School Tour Director: Gaby

Five Rules

Sugar Bays has five rules, which are explained to the kids on arrival. These rules, when combined with a healthy dose of common sense, cover almost every eventuality!

1. Have Fun
2. Respect People
3. Respect Property and the Environment
4. Follow Instructions
5. Be Safe

1.2 Counselors

Counselors have gone through a vigorous training program, and we believe them to be excellent role models for children of all ages. The counselors work in teams, called squads, with squad leaders(MC's). Counselors sleep in the cabin with the kids at night, and teach them various activities during the day. The counselors all have wacky nicknames. These nicknames identify them as part of the Sugar Bay team, and remind them of their duties and responsibilities as counselors (e.g. that they must not share their personal lives with the children.)

Counselors are fully responsible for the campers when in their care as well as being responsible for routine disciplinary issues.

1.3 Health Centre

The health centre manager is always available to assist with minor ailments. Teachers are required to take charge of serious medical problems, although we will assist in any way we can.

1.4 Tuck shop

Tuck shop will be opened throughout the day. Money will be handed in on the first day and will run on a credit system. Change will be given on the last day.

1.5 Activities

Teachers are most welcome to join in as many activities as they wish.

We encourage campers to be as involved as possible in the activities.

It is imperative that campers are on time for meals and activities to ensure that they get the most out of our program.

Most of our activities have strict operating procedures Examples are: participating in a swim test before entering the surf, wearing a helmet for mountain-biking, or not swimming without supervision. These procedures are for the safety and comfort of both instructor and participant and will be communicated at appropriate times. Please ask us if you would like more information about any of our safety regulations.

1.6 Cabin Life

No food in the cabins: because it attracts insects and monkeys.

Siesta is a chill period after lunch time where the kids go up to their cabins where they can either sleep or have time to relax with their friends.

Campers are only permitted in their own cabins.

Privacy: no boys on girls' walkways and vice versa. Boys and girls can meet at the boma.

1.7 Alcohol and Smoking

Under no circumstances may campers have any alcohol, cigarettes or any such substances either on them or in them.

Although we do not allow smoking at camp teachers may smoke in the restricted area!

We request that you do not smoke in the cabins as it is hard to get the smell out of them as well as it being a fire hazard. Ask us about the smoking area when you arrive if you need to use it during your stay.

1.8 Cell Phones

Cell phones are generally not allowed at Sugar Bay due to the disruption they cause and the distraction they prove to be. Children would much rather sit on their phones than bond with fellow learners or enjoy activities and get to know the counselors. We feel that the full Sugar Bay experience cannot be had if children are always on their cell phones. If you have any queries, please let us know.

Any other valuables can be handed in to the office for safekeeping.

1.9 The Office

Our office sometimes gets very busy and with the movement of our counsellors in and out it can be very disruptive. We ask if you can assist us by knocking on the door or sending one of the counsellors to call us should you need to speak to us. We also do not allow the use of phones or the internet under any circumstances unless it is an emergency, in which case we will be happy to help in any way possible. This is because all our resources are in use during the course of the day by the various members of the office staff.

1.10 Emergencies

In the event of any emergency we ask both teachers and children to stay calm. The long repetitive wail of the klaxon siren will alert all to a fire drill or real emergency. Both are to be treated with the same urgency. The field will be the designated safety zone in any emergency unless otherwise instructed. Should you be in your cabin, we ask that you put on shoes and leave out the back door in the bathroom. Head towards the electric fence and follow it down towards the field. Do not run and do not waste

time worrying about random items or possessions. Under no circumstances should the boardwalk be used.

All cabins are fitted with emergency panic buttons which are located just next to the bathroom light switch.



SUNSCREEN PROTOCOL

The importance of protecting campers' skin against the harmful UV rays cannot be overemphasised. It is the responsibility of every counselor to make sure that no camper in your cabin, in your class, or in your care is ever burnt by the sun. If you have any problems concerning the implementation of these points please speak to Zoe directly, otherwise it is assumed that you have read and agreed to the terms.

DAY BAGS

When the children arrive at camp and medicines are checked, you are to check that each child has brought the following items to camp.

- **A small day-bag which contains:**
 1. **sunblock** (with enough for the camp - at least 60ml per day)
 2. **water bottle,**
 3. **hat** (The only time a hat can be outside of the day bag, is if its on their head).
 4. **towel** (The only time a towel can be out of the bag is if its wet in which case the bag must be resting on top of it).

If they do not have one of the first four items on the list, these items **MUST** be purchased from the tuck-shop before the child can participate in **ANY OUTDOOR ACTIVITY**. All the items must be clearly marked with the children's names. Please speak to the liaison officer at the officer when you hand in the medicines if the child needs anything from the tuck-shop.

Routine checks of the day bag: The day bag must accompany the child whenever they go to activities. When you do roll-call, check that all the kids have their day bags and that the water bottle is full. It's a good idea to check that all the kids have their bags before they leave to / return from the beach. This should help prevent lost property.

HATS

Hats must be worn outside at all times if it is not raining (and even if it is raining, the hat is good as a rain protector). If the child refuses to wear a hat, they must not be allowed to go outside. If the child is playing in waist deep water in the sea and their head is not being submerged, then they must be **STRONGLY ADVISED TO KEEP THEIR HAT ON**. Faces burn very easily in the sea because of the sun's rays reflecting off the water.

SUN BLOCK

WHEN TO APPLY SUNBLOCK

- Compulsory head-to-toe sunblock application before the children get dressed in the morning. It must be applied to clean, dry, warm skin.
- Compulsory head-to-toe sunblock re-application during siesta.
- The children must reapply sun-block at least every hour if they are out playing in the sun and or water. **"All sunscreens work on skin like gasoline in a car engine: The more you're in the sun, the more sunscreen gets used up!"**
- Again, the face and body must be completely dry before application and at least 10 minutes must elapse before re-entering the water. Concentrate on the face and upper torso (not covered by rash vest). Sunblock requires at least 10 minutes to absorb into the skin and dry up. It also takes about that long (maybe longer) to work, so don't let the kids go in the sun right away. Use this time to do something else with them.

HOW TO APPLY SUNBLOCK

- You must assist (or closely supervise) all junior campers with putting sunblock on their faces and arms to make sure that there is sufficient and even coverage. You must help everyone put sunblock on backs and shoulders.
- For your sunblock to work, it has to be the **FIRST** thing to apply. If there is a layer of anything (makeup, moisturizer, toner, etc) between the skin and the sunblock, it won't work.
- **Do nothing:** Let the kids wait for a few moments before finishing dressing. And don't let them add anything to their skin whether it's water, moisturiser, or make-up, for 10 to 15 minutes. If they do, the sunblock won't work.
- **Apply a lot!** You've heard before that using too much of something is a bad thing, but this isn't one of those times. Reports say that you need to use about 30ml to cover the whole body of which 5ml (one tspn) goes on the face.
- **If the kids want to tan**, that is fine provided that they still cover their body with a lower SPF (eg SPF 8). **YOU STILL TAN IN SUNBLOCK** - you just don't burn. Their faces must ALWAYS have an SPF 30 or higher
- **No sun? Who cares!** Everyone has to wear sunblock every day, no matter the weather. UV rays shine right through the clouds, and you can still get sunburn in the rain or snow. It might clear up too
- Don't neglect your body parts. When applying sunblock, don't **forget your ears, hands, backs of your hands, other exposed body parts, and your lips.**
- **For your lips, don't use sunblock.** Instead, use a lip balm with SPF 15. And let it sink in before applying that lipstick.

All these steps can be a pain, but their parents will (silently) thank you for it. Make it part of your routine to do this, get creative and make games out of it and you'll get used to it.

ANTI-DEHYDRATION MEASURES

Dehydration is an added risk of sun exposure and is the primary cause of headaches, lethargy, and discomfort amongst campers. The answer is: everyone should be drinking about 2 litres of water every day. The best way to ensure that this is happening is by ensuring that they carry fresh water around with them wherever they go. At meal times, make sure that there is a full glass of water or juice in front of every camper.

All children need to take a full water bottle with them in their day bags wherever they go – it must be filled from the cold water urn at meal times/ breaks. Children should not drink from each other's bottles in order to avoid the spread of germs.

FINALLY

You must not get sunburnt either. Make sure you always wear a hat and that you have sunblock on. Finally, if none of the measures are working/ we are experiencing a heat wave/ etc. then get the kids out of the sun completely. Take them to the shade, bring them back to camp, and request the programmer to change the schedule.
