

Welcome to CYC!

Choose your site:

Burleigh

Lennox

Moogerah

Numinbah

Burleigh

[Contacts](#)

[Emergency](#)

[Fire](#)

[Safety Requirements](#)

[Role Responsibilities](#)

[Catering and Diets](#)

[Student Information](#)

[Housekeeping](#)

[Departure Procedure](#)

[Weather](#)

Wifi: CYC Guests

Passcode: CYCouncil!

*Please be aware that the wifi is for
teachers only.*



CONTACTS

Burleigh

TELEPHONE CONTACTS

CYC Burleigh Heads Site Office

22 Rudd Street, Burleigh Heads

07 5535 1324

Andrew Grant

On call staff member

0438 190 398

EMERGENCY CONTACTS

Police

000 or 07 5656 9111

Ambulance

000 or 07 3287 8506

Fire

000 or 07 5569 7733

Poisons Information

131 126

Medical Centre

07 5535 1033

Miami Family Medical Centre

1924 Gold Coast HWY (Bulk Billed)

After Hours Doctor

13 55 66

Medcall (comes to you)

Robina Hospital

07 5668 5000

Emergency (24hrs)

2 Bayberry Ln, Robina

Pharmacy

07 5535 2773

AMCAL Palm Beach

1148 Gold Coast HWY (7:30am-12:00am)



EMERGENCY EVACUATION PLAN

DO

- Know where all the exits are
- Know where the nearest fire fighting equipment is
- Immediately report any fire or smoke to the site staff
- Know where the assembly area is

DON'T

- Panic
- Do not attempt to gather belongings
- Do not return to any building until it is declared safe by the Fire Brigade or the Site Staff

EMERGENCY ASSEMBLY

AREA:

CYC CARPARK



EMERGENCY EVACUATION PLAN

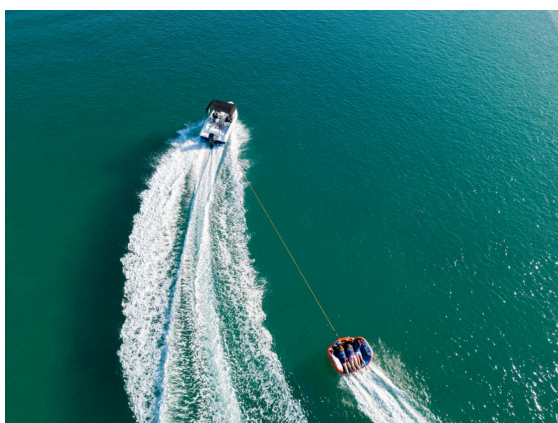
IN AN EMERGENCY

A CYC - Burleigh Heads staff member is on call 24 hours a day, and their mobile number is contacts.

In emergencies, the on-call staff member and/or the CYC - Burleigh Heads Site Manager must be notified.

In the event of an emergency, CYC - Burleigh Heads employees will take leadership of the situation if:

- They are on site and have immediate knowledge of the incident; and
- There is no one else with a higher level of emergency response and medical training at the scene.



FIRE SAFETY

SHOULD A FIRE HAPPEN

- On the ALERT ALARM eg.
BEEP-BEEP-BEEP-BEEP-BEEP
- Be alert and listen for instructions or on the EVACUATION ALARM e.g.
WHOOOP-WHOOOP-WHOOOP-WHOOOP
- Move to ASSEMBLY AREA quickly and calmly
- Stay at the ASSEMBLY AREA well clear of the campsite and entrance and buildings to allow emergency vehicles to operate
- Assist in lining students up in their cabins – Number 1 at the bottom of the car park through to P5 at the top of the car park
- Check all students off according to the Cabin Allocation Sheet
- Report any person/s missing to your group leader at the ASSEMBLY AREA

FIRE ALARMS

You are responsible for notifying CYC - Burleigh Heads of all relevant behavioural information for every group member participating in an outdoor education program.



SAFETY REQUIREMENTS

OUR COMMITMENT TO SAFETY

Christian Youth Camps – Burleigh Heads has inherent risks that would be reasonably associated with any campsite and the nature and location of some activities.

We are committed to providing you with a safe and comfortable experience at CYC – Burleigh Heads.

Our staff keep abreast of current developments in health and safety and implement best practice procedures within all areas of our service, including our accommodation, campsite facilities and outdoor education programs.

As part of our commitment to safety, we have detailed risk management plans, regularly reviewed safety procedures and fully qualified, accredited and competent employees with current first aid certification.



SAFETY REQUIREMENTS

YOUR COMMITMENT TO SAFETY

We work in partnership with you to manage health and safety risks associated with your visit to CYC – Burleigh Heads.

This Welcome Booklet outlines what is required from you to ensure a safe and comfortable experience at CYC – Burleigh Heads for your group.

DUTY OF CARE

You are solely responsible for the duty of care to your group regardless of the service CYC – Burleigh Heads is providing for you. This includes accommodation, catering and outdoor education programs. Your duty of care also extends to any day visitors from your school/group/organisation.

When we provide a facilitated outdoor education program for your group, CYC – Burleigh Heads will share the duty of care with you. Any time outside the facilitated program (i.e. meals, bed time etc), you are solely responsible for the duty of care of all participants within your school/group/organisation.



ROLE CLARITY AND RESPONSIBILITIES

Group Leaders/Adult Supervisors'

Responsibilities:

- Direct behaviour management of the group
- Ensuring that group is kept together and on schedule
- Ensuring that the safety procedures outlined are practiced at all times by the group
- Stay with the group at all times
- Inform CYC – Burleigh Heads staff of any medical concerns, special needs and any specific group dynamics of importance prior to the commencement of any activity.

CYC – Burleigh Heads Staff

Responsibilities:

- Technical skill, set up/pack up and safety
- Ensuring all equipment is handled appropriately
- Overall group management (including management of group leaders)
- Ensuring safety procedures are practiced at all times
- Risk management and emergency evacuation procedures..



CATERING AND SPECIAL DIETS

Our catering department accommodates all special diets including vegetarian, lactose intolerant, vegan, diabetic, halal and many more. Please contact the office if you would like to discuss any catering needs.

It is essential that you provide CYC - Burleigh Heads with all special dietary requirements on the Group Dietary Form for your group members (including group leaders) at least 14 days prior to your stay. Please note that meal times are generally set, however may be modified with prior consultation. It is important that your group arrive for meals promptly at the times agreed upon. Meal times are the responsibility of your group leaders.

Any person/s with special diets requirements will be called up first as per the information on the Group Dietary Form. If their name is on the form we must go by that regardless of what the person/s may say.



STUDENT INFORMATION

MEDICAL INFORMATION

You are responsible for notifying CYC – Burleigh Heads of all medical information for every group member (including group leaders) participating in an outdoor education program. (Please complete and return the Medical & Dietary Information Summary at least 14 days prior to your stay)

You should also ensure you have fully detailed medical information for each person participating in an outdoor education program that the group leaders will carry at all times during your stay.

MEDICAL CLEAN UP KIT

In the event a child is sick and vomiting we have a medical clean up kit located in the First Aid Room along with a mop and bucket for cleaning purposes.

BEHAVIOURAL INFORMATION

You are responsible for notifying CYC – Burleigh Heads of all relevant behavioural information for every group member participating in an outdoor education program.



HOUSEKEEPING

NOISE CURFEW

We have a great relationship with our neighbours and we would like to keep it that way. We ask that you be respectful of our neighbours and abide by the noise curfew. Between the hours of 9.30pm and 7:30am noise must be kept to a minimum, this means no music, basketball or loud noise.

RESPECT

We ask that you respect the property and surrounding just like it was your own. Please clean up after yourself and be respectful towards our equipment and site.

MEAL TIMES

To assist with the flow of each meal please clear and wipe tables, leave chairs neat and tidy and sweep the floor after each meal. Cups, cutlery, crockery, brooms and dustpans & brushes are not to be removed from the dining hall.

GENERAL INFORMATION

CYC Burleigh is a drug, smoke and alcohol free zone. Please observe boundaries defined by site staff and use defined entry and exits to all buildings (no climbing through windows). In an effort to conserve water please limit your showers to 3 minutes.

DEPARTURE PROCEDURE

- Return all chairs, tables & other equipment moved during your stay, to their original positions
- Stack up chairs and tables in dining room
- Place all mattresses on their side
- Pick up any rubbish in cabins, bathrooms and grounds
- Report any breakages
- Return keys to office
- Complete and return the **Feedback form**



Lennox

[Contacts](#)

[Emergency](#)

[Safety Requirements](#)

[Role Responsibilities](#)

[Catering and Diets](#)

[Student Information](#)

[Housekeeping](#)

[Departure Procedure](#)

[Weather](#)



CONTACTS

Lennox Heads

TELEPHONE CONTACTS

CYC Burleigh Heads Site Office

22 Rudd Street, Burleigh Heads

07 5535 1324

EMERGENCY CONTACTS

Police **000** or 02 6681 8699

Ambulance **000** or 131233

Fire **000** or 02 6690 6111

Poisons Information 131 126

Medical Centre 02 6687 7444

Lennox Head Medical Centre

48 Ballina St, Lennox Head

Ballina Hospital 02 6620 6400

Emergency (24hrs)

78-92 Cherry St, Ballina



EMERGENCY EVACUATION PLAN

DO

- Know where all the exits are
- Know where the nearest fire fighting equipment is
- Immediately report any fire or smoke to the site staff
- Know where the assembly area is

DON'T

- Panic
- Do not attempt to gather belongings
- Do not return to any building until it is declared safe by the Fire Brigade or the Site Staff

EMERGENCY ASSEMBLY

AREA:

ENTRY GATE



SAFETY REQUIREMENTS

OUR COMMITMENT TO SAFETY

Christian Youth Camps have inherent risks that would be reasonably associated with any campsite and the nature and location of some activities.

We are committed to providing you with a safe and comfortable experience at CYC.

Our staff keep abreast of current developments in health and safety and implement best practice procedures within all areas of our service, including our accommodation, campsite facilities and outdoor education programs.

As part of our commitment to safety, we have detailed risk management plans, regularly reviewed safety procedures and fully qualified, accredited and competent employees with current first aid certification.



SAFETY REQUIREMENTS

YOUR COMMITMENT TO SAFETY

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DUTY OF CARE

You are solely responsible for the duty of care to your group regardless of the service CYC is providing for you. This includes accommodation, catering and outdoor education programs. Your duty of care also extends to any day visitors from your school/group/organisation.

When we provide a facilitated outdoor education program for your group, CYC will share the duty of care with you. Any time outside the facilitated program (i.e. meals, bed time etc), you are solely responsible for the duty of care of all participants within your school/group/organisation.



ROLE CLARITY AND RESPONSIBILITIES

Group Leaders/Adult Supervisors'

Responsibilities:

- Direct behaviour management of the group
- Ensuring that group is kept together and on schedule
- Ensuring that the safety procedures outlined are practiced at all times by the group
- Stay with the group at all times
- Inform CYC staff of any medical concerns, special needs and any specific group dynamics of importance prior to the commencement of any activity.

CYC - Staff

Responsibilities:

- Technical skill, set up/pack up and safety
- Ensuring all equipment is handled appropriately
- Overall group management (including management of group leaders)
- Ensuring safety procedures are practiced at all times
- Risk management and emergency evacuation procedures..



CATERING AND SPECIAL DIETS

Our catering department accommodates all special diets including vegetarian, lactose intolerant, vegan, diabetic, halal and many more. Please contact the office if you would like to discuss any catering needs.

It is essential that you provide CYC - Burleigh Heads with all special dietary requirements on the Group Dietary Form for your group members (including group leaders) at least 14 days prior to your stay. Please note that meal times are generally set, however may be modified with prior consultation. It is important that your group arrive for meals promptly at the times agreed upon. Meal times are the responsibility of your group leaders.

Any person/s with special diets requirements will be called up first as per the information on the Group Dietary Form. If their name is on the form we must go by that regardless of what the person/s may say.



STUDENT INFORMATION

MEDICAL INFORMATION

You are responsible for notifying CYC – Burleigh Heads of all medical information for every group member (including group leaders) participating in an outdoor education program. (Please complete and return the Medical & Dietary Information Summary at least 14 days prior to your stay)

You should also ensure you have fully detailed medical information for each person participating in an outdoor education program that the group leaders will carry at all times during your stay.

BEHAVIOURAL INFORMATION

You are responsible for notifying CYC – Burleigh Heads of all relevant behavioural information for every group member participating in an outdoor education program.



HOUSEKEEPING

NOISE CURFEW

We ask that you be mindful and abide by the noise curfew. Between the hours of 9.30pm and 7:30am noise must be kept to a minimum.

RESPECT

We ask that you respect the property and surrounding just like it was your own. Please clean up after yourself and be respectful towards our equipment and site.

MEAL TIMES

To assist with the flow of each meal please clear and wipe tables, leave chairs neat and tidy and sweep the floor after each meal. Cups, cutlery, crockery, brooms and dustpans & brushes are not to be removed from the dining hall.

GENERAL INFORMATION

CYC is a drug, smoke and alcohol free zone. Please observe boundaries defined by site staff and use defined entry and exits to all buildings (no climbing through windows). In an effort to conserve water please limit your showers to 3 minutes.



DEPARTURE PROCEDURE

- Return all chairs, tables & other equipment moved during your stay, to their original positions
- Stack up chairs and tables in dining room
- Place all mattresses on their side
- Pick up any rubbish in cabins, bathrooms and grounds
- Report any breakages
- Return keys
- Complete and return the **Feedback form**



Moogerah

[Contacts](#)

[Emergency](#)

[Safety Requirements](#)

[Role Responsibilities](#)

[Catering and Diets](#)

[Student Information](#)

[Housekeeping](#)

[Departure Procedure](#)

[Weather](#)



CONTACTS

Moogerah

TELEPHONE CONTACTS

CYC Burleigh Heads Site Office

22 Rudd Street, Burleigh Heads

07 5535 1324

Lakeside Bush Retreat

170 Ski Zone Rd, Moogerah

0434 916 840

EMERGENCY CONTACTS

Police

000 or 07 5463 3999

Ambulance

000 or 07 3436 7100

Fire

000 or 07 5463 1215

Poisons Information

131 126

Medical Centre

07 5463 1200

Boonah Medical Centre

86 High St, Boonah

Boonah Hospital

07 5463 3300

Emergency (24hrs)

11-17 Leonard St, Boonah



EMERGENCY EVACUATION PLAN

DO

- Know where all the exits are
- Know where the nearest fire fighting equipment is
- Immediately report any fire or smoke to the site staff
- Know where the assembly area is

DON'T

- Panic
- Do not attempt to gather belongings
- Do not return to any building until it is declared safe by the Fire Brigade or the Site Staff

EMERGENCY ASSEMBLY

AREA:

LAKE MOOGERAH



SAFETY REQUIREMENTS

OUR COMMITMENT TO SAFETY

Christian Youth Camps have inherent risks that would be reasonably associated with any campsite and the nature and location of some activities.

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ROLE CLARITY AND RESPONSIBILITIES

Group Leaders/Adult Supervisors'

Responsibilities:

- Direct behaviour management of the group
- Ensuring that group is kept together and on schedule
- Ensuring that the safety procedures outlined are practiced at all times by the group
- Stay with the group at all times
- Inform CYC staff of any medical concerns, special needs and any specific group dynamics of importance prior to the commencement of any activity.

CYC - Staff

Responsibilities:

- Technical skill, set up/pack up and safety
- Ensuring all equipment is handled appropriately
- Overall group management (including management of group leaders)
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- Risk management and emergency evacuation procedures..



CATERING AND SPECIAL DIETS

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STUDENT INFORMATION

MEDICAL INFORMATION

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You should also ensure you have fully detailed medical information for each person participating in an outdoor education program that the group leaders will carry at all times during your stay.

BEHAVIOURAL INFORMATION

You are responsible for notifying CYC – Burleigh Heads of all relevant behavioural information for every group member participating in an outdoor education program.



HOUSEKEEPING

NOISE CURFEW

We share the site with the site managers who have children. We ask that you be mindful and abide by the noise curfew. Between the hours of 9.30pm and 7:30am noise must be kept to a minimum.

RESPECT

We ask that you respect the property and surrounding just like it was your own. Please clean up after yourself and be respectful towards our equipment and site.

MEAL TIMES

To assist with the flow of each meal please clear and wipe tables, leave chairs neat and tidy and sweep the floor after each meal. Cups, cutlery, crockery, brooms and dustpans & brushes are not to be removed from the dining hall.

GENERAL INFORMATION

CYC is a drug, smoke and alcohol free zone. Please observe boundaries defined by site staff and use defined entry and exits to all buildings (no climbing through windows). In an effort to conserve water please limit your showers to 3 minutes.



DEPARTURE PROCEDURE

- Return all chairs, tables & other equipment moved during your stay, to their original positions
- Stack up chairs and tables in dining room
- Place all mattresses on their side
- Pick up any rubbish in cabins, bathrooms and grounds
- Report any breakages
- Return keys
- Complete and return the **Feedback form**



Numinbah

[Contacts](#)

[Emergency](#)

[Safety Requirements](#)

[Role Responsibilities](#)

[Catering and Diets](#)

[Student Information](#)

[Housekeeping](#)

[Departure Procedure](#)

[Weather](#)



CONTACTS

Numinbah

TELEPHONE CONTACTS

CYC Burleigh Heads Site Office

22 Rudd Street, Burleigh Heads

07 5535 1324

Andrew Murray

Our friendly neighbour

0427 740 642

EMERGENCY CONTACTS

Police

000 or 07 5656 9111

Ambulance

000 or 07 5547 3500

Fire

000 or 0477 603 881

Poisons Information

131 126

Medical Centre

07 5530 2822

Mudgeeraba GP

Suite 5/1 Bell Pl, Mudgeeraba

Robina Hospital

07 5668 6000

Emergency (24hrs)

2 Bayberry Ln, Robina



EMERGENCY EVACUATION PLAN

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DON'T

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EMERGENCY ASSEMBLY

AREA:

TOP FIELD



SAFETY REQUIREMENTS

OUR COMMITMENT TO SAFETY

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When we provide a facilitated outdoor education program for your group, CYC will share the duty of care with you. Any time outside the facilitated program (i.e. meals, bed time etc), you are solely responsible for the duty of care of all participants within your school/group/organisation.



ROLE CLARITY AND RESPONSIBILITIES

Group Leaders/Adult Supervisors'

Responsibilities:

- Direct behaviour management of the group
- Ensuring that group is kept together and on schedule
- Ensuring that the safety procedures outlined are practiced at all times by the group
- Stay with the group at all times
- Inform CYC staff of any medical concerns, special needs and any specific group dynamics of importance prior to the commencement of any activity.

CYC - Staff

Responsibilities:

- Technical skill, set up/pack up and safety
- Ensuring all equipment is handled appropriately
- Overall group management (including management of group leaders)
- Ensuring safety procedures are practiced at all times
- Risk management and emergency evacuation procedures..



CATERING AND SPECIAL DIETS

Camp catering accommodates all special diets including vegetarian, lactose intolerant, vegan, coeliac and many more. Please contact the office if you would like to discuss any catering needs.

It is essential that you provide CYC with all special dietary requirements on the Group Dietary Form for your group members (including group leaders) at least 14 days prior to your stay. Please note that meal times are generally set, however may be modified with prior consultation. It is important that your group arrive for meals promptly at the times agreed upon. Meal times are the responsibility of your group leaders.

Any person/s with special diets requirements will be asked to join the same cooking groups. If their name is on the form we must go by that regardless of what the person/s may say. Teachers are asked to assist with the management of these diets. Food will be labelled and separate cooking utensils are available.



STUDENT INFORMATION

MEDICAL INFORMATION

You are responsible for notifying CYC – Burleigh Heads of all medical information for every group member (including group leaders) participating in an outdoor education program. (Please complete and return the Medical & Dietary Information Summary at least 14 days prior to your stay)

You should also ensure you have fully detailed medical information for each person participating in an outdoor education program that the group leaders will carry at all times during your stay.

BEHAVIOURAL INFORMATION

You are responsible for notifying CYC – Burleigh Heads of all relevant behavioural information for every group member participating in an outdoor education program.



HOUSEKEEPING

NOISE CURFEW

Camp can require a lot from students, they will need to get the appropriate amount of sleep. We ask that you be mindful and abide by the noise curfew. Between the hours of 9.30pm and 6:30am noise must be kept to a minimum.

RESPECT

We ask that you respect the property and surrounding just like it was your own. Please clean up after yourself and be respectful towards our equipment and site.

MEAL TIMES

Students will be expected to prepare and cook their own meals. CYC staff will coordinate the meal times with the assistance of teachers. Please be prepared to pitch in to gain the most out of your camp experience.

GENERAL INFORMATION

CYC is a drug, smoke and alcohol free zone. Please observe boundaries defined by site staff. In an effort to conserve water please limit your showers to 3 minutes.



DEPARTURE PROCEDURE

- Return all chairs, tables & other equipment moved during your stay, to their original positions
- Stack up chairs and tables in shed
- Place all mattresses on their side (in cabins)
- Pack up tents, roll mats and packs according to CYC instruction
- Pick up any rubbish
- Ensure all cooking utensils are clean and put away
- Report any breakages
- Complete and return the **Feedback form**

