

Sydney KCO Coordinator & Leader's Handbook



Congratulations on being a KCO Group Coordinator!

This book should give you a good idea about Campout and also what is involved in preparation and at camp. All enquiries can be directed to Joyce Tangi,

Pulse Team, Uniting Mission & Education

0409 557 375 or joycet@nswact.uca.org.au

This information booklet should answer any questions that you have about Sydney Kids Campout 2019 (KCO19). If you have attended Campouts before, please make sure you read this booklet for the new information specific to 2019:

WHAT IS KIDS CAMP OUT?

KCO19 is an annual weekend camp for children in years 3 to 6 at primary school usually run by the NSW/ACT Synod of the Uniting Church in Australia. The weekend program commences at 12.30pm on Saturday (*you are welcome to come earlier and set up*) and concludes at around 1.00pm on Sunday. The program includes activities such as craft, swimming, worship, wide games, devotions and Saturday night entertainment.

WHERE AND WHEN?

KCO19 will be held on the weekend of
2nd & 3rd March 2019

at **Wedderburn Christian Centre,
208 Minerva Road, Wedderburn.**

We have a choice of camping in tents or booking a cabin. All meals will need to be provided by those attending but we have access to the fridge and freezer section of the centre. With the camp being for 24 hours only it should be possible to provide some easy food for your group.

Wedderburn is a bush setting ideal for Primary aged children. It allows us to explore God's creation, nurture children's faith and be part of an exciting program. Children will have opportunities to be part of small and large groups. The experiences will include walking, swimming, games, craft and lots of fun.



COST (does not include church group catering contribution)

Campers (Tents) - \$20.00 per person

Campers (cabins) - \$40 child (Age 4 -12) or \$44 leader (age 13+)

KCO19 GOALS, AIMS AND OBJECTIVES:

The goal of KCO19 is to provide an event, where children and leaders experience refreshment and a sense of belonging to and being a part of the Christian faith community.

- To provide opportunities for children and leaders to share the love of Jesus with each other.
- To involve children and leaders in a variety of activities, experiences and resourcing opportunities.
- To encourage children and leaders to broaden their outlook of the church and its relationship to the world.
- To create and maintain networks among children's ministry groups across the NSW/ACT Synod
- To encourage children, leaders and young people to take up leadership and organisational roles.

As organisers of KCO19 we endeavour to provide a program that encompasses all aspects of the Christian life. Our aim is to give you the resources and opportunity to make the weekend valuable, enjoyable and memorable for the children in your care. It is the responsibility of your team to ensure that children are continually embraced by God's Spirit of community, and shown what it means to be a follower of Jesus. As the organising group we want to offer you every assistance in doing this. Please let us know how we can be of help to your group!

WHAT IS A GROUP COORDINATOR?

A group Coordinator is appointed by a local congregation to coordinate the arrangement of local groups for KCO19. As a coordinator you are responsible for your local group.

This includes:

Being the liaison person with the KCO19 Organiser (Joyce Tangi)

Recruiting leaders

Receiving and distributing the information and registration forms

Arranging for tents for the weekend or negotiating the cabin accommodation with the Organiser

Distribution of badges, diaries etc. to the children

Building a team and ensuring that all members of your group are fully informed of all aspects of KCO.

Ensuring registration forms and leader's **Working with Children Check Clearance** are received by the Event Coordinator prior to Camp. Please note that due to our safe place for children policy you will not be able to enter the camp site unless all Volunteer/ Student Declaration forms are received by the Event Coordinator.

NB It is important you keep a copy of the Medical information/contact information for your campers should the need arise for leaders to contact parents. Injury and First Aid events will require filling out a form for the Synod and the KCO Organiser will need to oversight this process however congregational leaders should have quick access to contact/medical information as well.

Thank you for giving up your weekend to invest in the faith life of the kids you are leading. This is an awesome opportunity to be an example to them and to get them to be excited to be part of God's family. To do this, encourage your leaders to be enthusiastic about the kids and all that you and the kids are involved in. Sometimes it's easy to feel silly and embarrassed about joining in 'kids stuff' but if you get involved, chances are, they will too with mirrored response. So be active, excited and most of all positive!

ROLES @ KIDS CAMP OUT

a) LEADERS:

All Leaders must be at least 18 years old, however there is no upper age limit and we greatly encourage more senior adults. Each adult is to look after their small group of up to five children during KCO18. It is important to have at least one male and female adult within your group where possible and where this is not possible please access the other leaders at KCO in circumstances which may require someone of the same gender as the child or young person.

Please note: Under NSW State Government Legislation [Child Protection (Prohibited Employment) Act 1998] every adult (18 years and over) must complete a Working with Children Check. It is the responsibility of the group co-ordinator to ensure that these are completed and the clearance numbers sent in to the KCO19 office.

b) ASSISTANT LEADERS:

Assistant Leaders are in years 7-12. It is expected that Assistant Leaders will support the leaders with the congregation/group. Assistant leaders are also invited to contribute leadership to the KCO program, whether that be through worship, drama, games, craft or general participation.

As they are under 18, they are not to be given full responsibility and therefore will be supervised by an adult...

Congregational helpers and assistant leaders need to come with the understanding that they are participating in KCO with the purpose of assisting with the care of the children in their group or helping out in some way. To develop their leadership roles, a program for them will be held on the Saturday night in the Main Hall. At this point the campers should be getting ready for bed and the young people are strongly encouraged to be very responsible in returning to the group!

A note re UNDER-AGE CHILDREN:

Please note that the KCO19 program is specifically for children in grades 3—6. Children Year 2 and under are the sole responsibility of their carer. Children Year 7 and above are welcome as assistant leaders but will be the sole responsibility of the adults in their group. We recognise that there are limitations for some leaders who do need to come as a family or bring younger children and they are very welcome to do so, however there should be a leader whose sole focus is on the campers.

@ KIDS CAMP OUT 2019

REGISTERING AT KCO:

The Registration Space is at the main hall at Wedderburn. It will be open from 11.30am Saturday for you to pick up your bag of goodies. And to hand in any forms/money which has not already been sent in. As you enter the camp site we ask that you sign on so that we know who is on the site at all times.

SETTING UP TENTS:

We encourage you to develop a safe site layout plan that will provide for: building community, bringing adults and children into a central area, assist security by giving easy observation of all tent entry/exits at one time, foster identity and provide a welcoming atmosphere.

CABINS:

You will need to have negotiated with the organiser which rooms will be for your group prior to KCO. You will know which are your allocated rooms and can proceed to them when you arrive.

CARS:

Cars will have to be parked away from the tents - entry to the tent area is for loading and unloading. In the past this rule has not been enforced. However cars needing to be parked next to tents **MUST NOT BE MOVED** until finishing time on the Sunday. We aim to have minimal car movement during the program times!

CHILDREN WITH SPECIAL NEEDS:

Please let us know if any of your kids have special needs, so that we can ensure the best support for your group during the course of the weekend to enable everyone to fully participate in the program and have a great KCO experience. The Wedderburn site is very flat and there are toilets in the hall which are accessible for all and the site is possible for people in wheelchairs.

PROGRAM:

KCO19 commences at 12.30 pm Saturday and concludes at approximately 12:30 pm Sunday. We suggest that your children and leaders arrive by 12:00 noon at the latest so that they will have time to settle in and for you to distribute diaries and name tags that you will receive when you register on Saturday morning. The WELCOME time begins at 12.30 pm at the Main Hall. There will be a time for information in relation to the site, an overview of the program, some introductions of key leaders as well as an opening to KCO19

ACTIVITIES:

For the Saturday afternoon children will be split into Groups and will participate in Swimming, Craft activities, Outdoor games and Afternoon Tea. During this time children should carry a drink, sunscreen, wear a hat and carry a bag for all the craft items that have been made. They will also need their swimmers and a towel if they are going in the pool!

SATURDAY EVENING PROGRAM:

Our evening program begins after tea at the main stage area. This is for all campers and leaders. The Youth program commences at 9.00pm and will be finished by at 10.30pm. The youth will be strongly encouraged to be prepared for a quiet return to their group.

LIGHTS OUT:

We will have a final lights out time for campers at 10 p.m. Your supervision as a co-ordinator is appreciated at this time.

SMALL GROUP TIME

There are planned times for helping people connect with God's story and learning more about knowing Jesus. This year everyone will gather at the main hall for a brief overview then small group can move to an appropriate area. You will be facilitated with discussion topics related directly to the theme 'Trash and Treasure. This is an important time for adults and children and a real opportunity to connect more deeply with your children as well as share something more of your own faith.

SUNDAY MORNING ACTIVITY:

At present we plan to have some activities that will be in various stations around the campsite. Youth leaders will be a vital part of this activity and will receive instructions on Saturday. We ask that you do this in your small groups and leaders are with their campers at all times.

SUNDAY WORSHIP:

The Sunday worship this year will be reflecting on the theme we have explored over the weekend. Campers will participate in the Worship and have the opportunity to take something home as a reminder of their continuing journey with God.

RULES:

KCO19 and Wedderburn Christian Centre have a list of rules to ensure the comfort and safety of ALL campers

There are to be **no Drugs or Alcohol** on site.

Leaders are responsible for their children's behaviour within the park and in the amenities.

Speed limit is 10 kph. Car movement during the program i.e. 12.30 Saturday until 1.00pm Sunday is to be minimal.

INSURANCE:

As an official Uniting Church in Australia event KCO19 will be covered by a public liability policy held by the Uniting Church. There will be no personal accident policy covering the event. It is assumed that families would be covered with their own medical benefits and/ or personal accident policies. We appreciate that every care will be taken by the adults of KCO19 and that the adults and those connected with the camp cannot be held responsible for personal injury, loss or theft of property affecting individuals.

IN CASE OF RAIN:

KCO19 will continue and has an undercover program. Please assure concerned parents that activities outside will be limited in the event of rain. Every care will be taken to keep their children dry (except in the pool!).

TAKING CARE: IT IS THE RESPONSIBILITY OF EVERY ADULT TO ENSURE THE SAFETY OF EVERY CHILD IN OUR CARE AT KCO. Our commitment is to protect children from any physical, sexual or emotional abuse. We affirm our churches in their commitment to providing Adults who are able to exercise care and effectively minister with children. Co-ordinators of groups should ensure that Adults engage in appropriate protective behaviour at all times.

If any Adult is given information or suspects that a child is being harmed, we ask that you follow these guidelines:

If a child confides in you - listen. Do not over question or push for information, but let the child know that you believe what they are telling you.

As soon as you are able to, note down exactly what was said to you and at what time.

Reassure them that they have done the right thing by talking to you.

Let them know that you need to tell someone else, never promise to keep secrets, as secrets can hurt people.

Consult with a chaplain on duty, who will act as an intermediary and hand the matter over to the KCO Organizer, if necessary.

WHAT TO BRING:

Tents, sleeping bags etc. If camping.

Sheets, pillowcase, extra blankets etc. If cabining.

Toiletries, towels, swimmers/ clothes etc.

SUNSCREEN AND HAT

Small first-aid kit for your group (First Aid supplies are also available in the Hall) Bible, pencils/pen and Water bottle

SUGGESTED MENU: *(Especially for those without camping facilities)* Campers to BYO lunch on Saturday.

Cakes/biscuits/fruit for afternoon tea and supper.

Cold meat and salads for Saturday evening or hot Dogs *(Hot water from the hall)*

Cereals and bread for toast for breakfast.

Cakes/biscuits/fruit for morning tea

Sandwiches for lunch on Sunday.

NB Some toasters will be provided in the main hall. This is suitable for small groups. A BBQ will be provided so ready made pancake mix might be suitable.

Hot water is available at the Main Hall and also at the leaders room in the Homestead. Tea, Coffee and sugar will be supplied

We have access to the fridges and freezers in the Main Hall. Please ensure your food/drink are labelled.

FORMS:

There are a number of forms you will need to use. To ensure you get all of the forms please ensure you have **contacted the organiser to indicate your intention to come and provide contact details for your group asap**

- The Rego Summary sheet has a total number of campers and costs.
- Individual registration Forms– For all children and young people under 18.
- Individual Registration Forms 16 Plus– For those aged 16 or over.
- All Campers Form– the list of ALL people on the camp site (to be used to ensure we know who is on site in case of emergency).

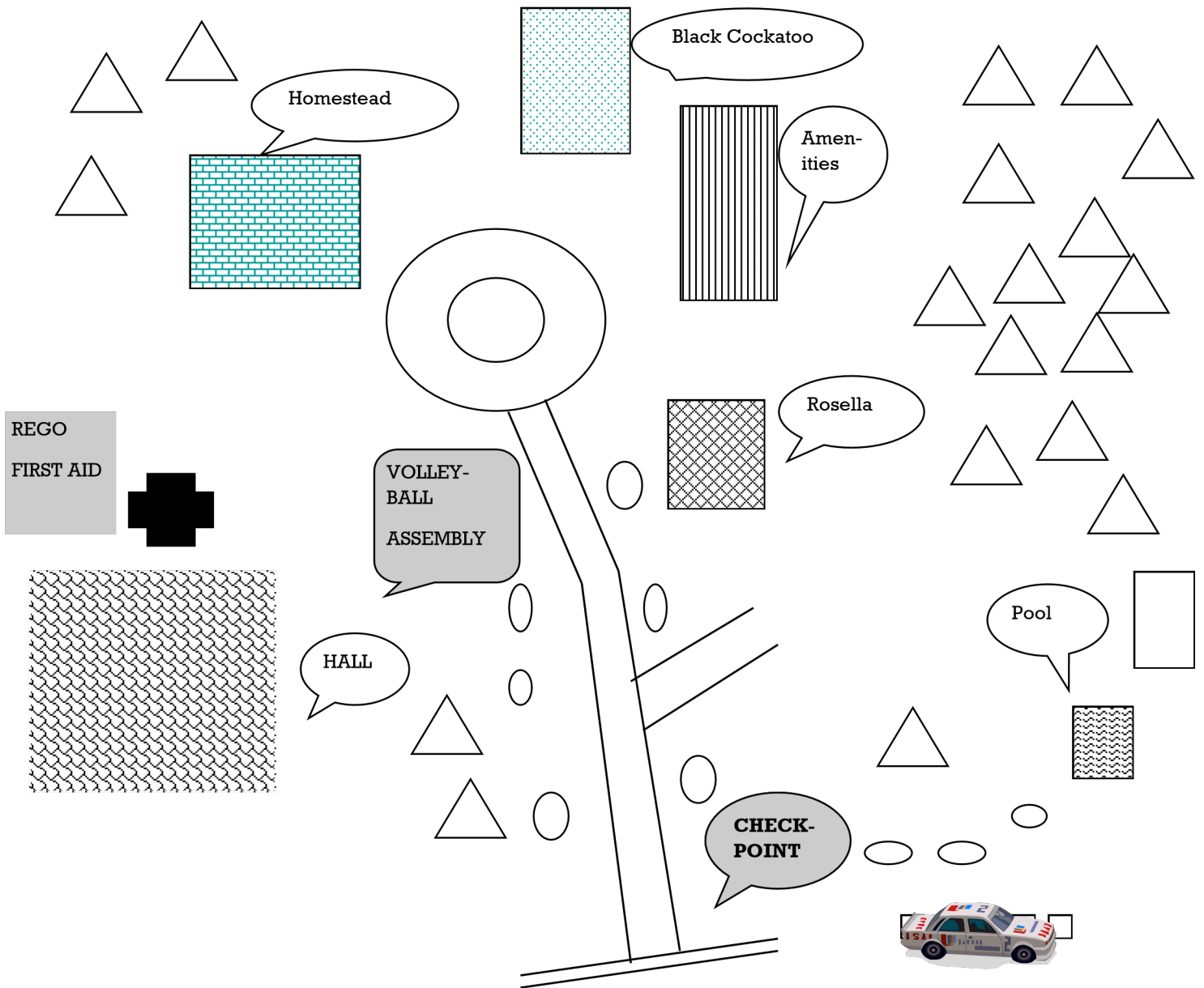
Forms are to be sent/emailed to the Uniting Mission & Education by Tuesday **26th, February** if possible.

c/o Joyce Tangi

Uniting Mission & Education

16 Masons Drive,

North Parramatta NSW 2151



ON ARRIVAL:

As you drive in please check in at the Check Point so we know who has arrived and who we are waiting for. The person at the check point should know whether the rest of your group has arrived and where they have set up.

After unloading cars can be parked alongside the roadway or in the car park near the check point.

Registration will be open from 11.30 at the Hall.

Please assemble with your group in the Hall at 12.30.

FOR FURTHER DETAILS, PLEASE CONTACT KCO19 TEAM LEADER:

Joyce Tangi

0409 557 375 or joycet@nswact.uca.org.au