1. **Rationale:**
   1.1 The camps program is an essential ingredient in the overall program at Lyndhurst Primary school.
   1.2 It is imperative that all children have adequate opportunity to attend camps.
   1.3 School camps should not be an unreasonable financial burden to parents or the school.

2. **Aims:**
   2.1 The finances of a camp should be structured to ensure that each camp is completely self-funded in all aspects.
   2.2 The camps program must be financially managed to ensure value for the children and affordability for parents.
   2.3 Appropriate arrangements should be put in place to ensure parents have adequate opportunity to plan and make arrangements for payment of camp costs.
   2.4 Where a child is withdrawn from a camp by the parents prior to departure, refund arrangements will proceed according to this policy.

3. **Implementation:**
   3.1 The School Council will ensure that all school camps are maintained at a reasonable and affordable cost and comply with all DEECD requirements.
   3.2 Parents will be provided with adequate (at least three months) notice of the approximate dates and costs associated with camps.
   3.3 All camps will be budgeted for, with detailed and accurate costings presented to the Principal. Parents will be notified of the exact costs and other relevant details of individual camps as soon as practicable.
   3.4 In all cases, a non-refundable deposit will be requested to hold a place for a child on a camp.
   3.5 Parents experiencing financial difficulty who wish their children to attend camp may discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a case-by-case basis.
   3.6 In some cases, the School Council may be approached to subsidise the attendance of a child at camp due to particularly difficult circumstances. The request will come after initial discussions with the Principal. Confidentiality will be maintained in relation to personal and financial circumstances of families in need.
   3.7 All families will be given sufficient time to make payments for individual camps. Parents will be sent reminder notices a month before the camp departure date reminding them of the need to finalise payment. Children whose payments have not been finalised at least seven days before the departure date may not be allowed to attend unless alternative payment arrangements have been organised with the Principal.
   3.8 Any family who has not met the required payment for a previous camp may be unable to participate in the camping program until this payment is finalised.
   3.9 Office staff will be responsible for managing and monitoring the payments made by parents and will provide classroom teachers with detailed records on a regular basis.
3.10 Where a child is withdrawn from a camp by the parents prior to departure, the following guidelines will apply.
   • The non-refundable deposit will not be refunded under any circumstances.
   • Where a child is withdrawn more than one month before the camp, all payments except for the non-refundable deposit will be refunded.
   • Where a child is withdrawn less than one month prior to a camp, only those funds not already expended and/or committed will be refunded.
   • Where individual circumstances of urgent need such as severe illness or injury prevent a child from attending a camp, the above guidelines for refunds may be reviewed by the Principal to minimise financial hardship to the family.

4. Evaluation:

4.1 This policy will be reviewed as part of the school’s three-year policy review process.

References: