



Site: 610 Nayook-Powelltown Rd
Nayook
Postal: LPO, Neerim Junction
VIC 3832
P: 5628 4210

Planning Checklist

This checklist is designed to assist you in your planning for the Program. It is important that timelines are met to ensure a smooth and efficient process. Please tick when completed.

Three Months Prior to Camp

<input type="checkbox"/>	Visit our website www.rubicon.vic.edu.au to gain Pre Camp Information and Forms.
<input type="checkbox"/>	Confirm a Program Design Option for the Program. Access from website.
<input type="checkbox"/>	You will be contacted to discuss and develop a suitable Program.

8 Weeks Prior to Camp

<input type="checkbox"/>	Pay Confirmation Deposit of \$1,000 on receipt of invoice from Rubicon Outdoor Centre – Nayook Campus.
<input type="checkbox"/>	Confirm Student Numbers with Derek Wigley.

2 Weeks Prior to Camp

<input type="checkbox"/>	Submit Student Room and Group Allocations and Visiting Staff Details. Access from website.
<input type="checkbox"/>	Scan and email Medical and Consent Forms to wigley.derek.g@edumail.vic.gov.au Ensure students have completed asthma and allergy action plans if applicable.
<input type="checkbox"/>	Please Note: You must use the Nayook Medical and Consent Form. Access from website www.rubicon.vic.edu.au and follow the Nayook link.

Please feel free to [contact me](#) at any stage throughout this process for further information.

Regards,

Derek Wigley

Assistant Principal.

wigley.derek.g@edumail.vic.gov.au