

Reference No.: 2018 - 19/ PRIN JRSCH /099

23rd January 2019

Dear Parents,

SUB: ADVENTURE CAMP GRADE 3

As a part of the holistic education module at Genesis Global School, we send our students annually for various outbound educational adventure camps. These camps expose the students to safe adventure and outdoor life and cultural activities. Which help inculcate the right spirit and attitude towards community living, through facing personal challenges and solving problems of unfamiliar situations by drawing upon their own unexplored strengths and team work. These camps are a part of the curriculum and learning, hence it is recommended that all students should attend.

Sport Climbing	Commando Net	Zip Line	Gorilla Cave
Laser Beam	Burma Bridge	Tug of War	Hamster Wheel
Body Zorb	Balance Beam	Laser Beam	Commando Crawl

This year Grade 3 is going to Camp Muddy Boots, Greater Noida for a day camp. During the Camp students will go through various activities of general outbound education some of which have been listed below:

Students and accompanying teachers will leave school on **Thursday, 6th February 2019** at 9:00 am (students to report at School by 8:30 am sharp) and will be back in school on the same day around 5:30 pm. Parents are requested to pick up their child from the School on this day. A sum of **INR. 1650/** which will be charged, covers the cost of transport, all meals, and hiring of camp facilities and equipment for adventure activities besides professional support.

You are requested to fill the consent form and submit to the Class Teacher along with the payment latest by **31st January 2019**.

For any information pertaining to this programme please contact Ms. Shriya Chawla on ea.head-jrsch@genesisgs.edu.in For your information the 'Standard Operating Procedures' (SOP) document followed by the school for all outbound trips is attached. The School's measures are for your ward's safety.

Students are required to carry a small bag with their water bottle, a face towel, hand sanitizer and cap. Students should also be in a comfortably dressed in comfortable pairs of jean/track pants with sweater/jacket and comfortable sneakers/trainers.

Best Wishes,

Neeti Bhalla Saini
Principal- Junior School

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CONSENT FORM

I, _____, parent of _____ of Grade 3 section _____ at Genesis Global School, agree to send my ward to Camp Muddy Boots (Greater Noida).

- I hereby agree that the cancellation of the trip due to reasons beyond the control of the organiser/School may entail no refund or low return, depending on the situation.
- I understand that this trip will be supervised by members of the School faculty in collaboration with the service provider and that all reasonable safety precautions will be followed. I will not hold the School responsible for any circumstances beyond its control. I have read and understood the SOP that was shared along with this circular.
- Payment must be deposited in the School account latest by **31st January, 2019**, this consent will only be considered confirmed on receipt of payment.
- The Students will be handed over to the parents / guardians on return, at the School premises only at 5:30 pm.
- Individual requests to collect the students enroute will not be entertained by the School, under any circumstances. Parents / guardians must carry their escort cards on that day.
- Students will be leaving from the school premises on **6th February, 2019** at 9:00 am.

Enclosed is the payment for Rs.1650/- by Cheque No. _____ Dated _____

Name of Scholar _____ Grade _____

Name/Signature of parent _____ Date _____

Emergency Contact Details

Name _____

Number _____

Relationship with student _____

GUIDELINES FOLLOWED AT GGS FOR OUTBOUND TRIPS

1. The vendor must have done similar trips before and should have been in the business for at least 5 years.
2. The vendor must show consistency in quality of delivery by serving at least 5 prestigious and known schools for 3 consecutive years.
3. There should be a comprehensive personal accident and liability insurance policy which each vendor will provide specific to each trip.
4. The school should also provide personal accident coverage to each student as a matter of course, covering accidents both in school and during midterm trips.
5. The vendor must provide an affidavit stating that there have been no accidents or mishaps while conducting tour/trips for school children.
6. Vehicles to be used for transporting the school students, specially into the mountains e.g. of Uttarakhand/Himachal Pradesh, should be selected and inspected prior to the trip and the pickup and drop point for such trips should be the campus. The use of local transport in the hills is to be completely avoided since the driver, the roadworthiness of the vehicle etc. are all unknown quantities.
7. When in the mountains care should be taken that all vehicular movement should be restricted to daylight hours.
8. The school should be careful in their selection of escort teachers keeping the type of trip, the terrain, the age group of the school students etc. Within the escort teachers', responsibility for the conduct of the trip must rest with one single teacher/individual who would be designated the leader of the group.
9. All communication inward/outward of the group will be through one of the designated School escorts both concerning the School administration and the Parent community. This information may be shared with the Parent group concerned. The broadcast to School and the Parent community could be at the beginning or end of the day, that all the students are well and safe. This should be established as a standard practice so that the incoming calls either become nil or negligible. Parents must not be encouraged to call the teacher escorts.

10. There will be 2 nodal persons in School – one from teaching and Manager (Security & Transport) – who will coordinate all matters with the travelling group.
11. The leader of the group will check all safety norms from the time the trip starts at school campus till it ends at the school campus, covering - travel, boarding and lodging.
12. Any discrepancy in the deliverables as per the contract must be reported in writing directly by the leader at the offshore venue or through the School, whichever the case may be, as and when it is known, so that immediate remedial action may be taken. Also, it is expected that the School leader of the tour/trip will submit a report confirming fulfilment of the contract and all its conditions, within three working days of the completion of the trip.
13. It is always advisable the vehicles to be used for such trips should be parked in the school premises a minimum of eight hours prior to the commencement of the trip. In this manner it will be assured that the driver is well rested and checked for alcohol consumption prior to the start of journey.
14. In case multiple vehicles are used for journeys or part thereof, every vehicle used to transport school students during a tour/trip must have an escort teacher from the school.
15. Escorting of the GGS School group must be done by a representative of the vendor who is an experienced individual and has done the task of escorting School groups for at least 3 years and must be not less than 28 years. Care must be taken to fulfil this requirement at the planning stage itself.
16. When planning and designing the tour/trip care should be taken to give adequate time between points on the route so that the vehicles travel at a safe speed. In fact when multiple vehicles are used, the lead vehicle sets the pace and for all other vehicles, the vehicle sequence should be maintained and stop points for regrouping and speed control must be built in to the programme.
17. Care should also be taken to have full knowledge of nearby hospitals and availability of medical assistance including their hours of operation.
18. Care should also be taken, and data collected of known people in the area who could be of assistance in an emergency.
19. The school administration and security department should have all relevant documents pertaining to the trip including the route map, the itinerary, phone numbers of all the people accompanying, list of students taking the trip, the name and number of the parents of the students taking the trip etc. The

- intention of this step is to ensure that the school can react adequately should there be an accident or mishap, either along the way or at their destination.
20. A first-aid kit must accompany every vehicle being used in the journey.
 21. The School should endeavour to train every staff member in First Aid & CPR.
 22. If multiple vehicles are used then the Group Leader must check the driving discipline of each vehicle, by coordinating with the other escorts.
 23. Vehicles used must be checked for Permits, original Driving Licence, and the driver must have a minimum of 5 years' experience of Inter-City/Inter-State driving experience of the vehicle being used on the tour.
 24. The fire extinguishers on board must be 2 in number of 6 litres each for each bus and well within their expiry date and not more than 6 months from their refilling date.
 25. Toilets to be provided to students must always be hygienic and appropriately located.
 26. Meeting Sustainability norms - Effort should be made for outdoor sites to meet sustainability norms.
 27. Every vendor would need to provide the School with their standard operating procedures (SOP's) for the tour/trip/excursion ex the GGS campus.

Note: Updated on 02/05/2018