

The Crossing Backpackers – Instructions for your stay

General, safety and procedures

Everyone

- All smoke doors, exit doors, walkways and hallways are to be kept clear at all times.
- In the event of a fire alarm, **EVERYBODY** is to exit the building in a calm manner and assemble in front of the Dining room on the grass area.
- **Keep exit doors and bedroom windows CLOSED at all times or the heating will be turned off.**
- **All houses are situated on private property; please No Entry to these properties.**
- **No** access to any buildings other than your accommodation block.
- **No** access to paddocks.
- Recycling bins located outside games room. Please dispose of all rubbish in appropriate bins.
- Catering Kitchen is for Lodge Staff/catering staff **ONLY**.
- Tap water is drinkable.
- Room security- there may be times during the day when the lodge is unattended, please lock rooms if you have valuables.

Students

- **NO RUNNING INSIDE, at any time.**
- **No** Chewing Gum
- **No** food or drinks in bedrooms or movie room (Narnia room).
- **No** Access to or use of the spa pool
- **WIFI** is not supplied to students, please do not ask.
- Any damages are to be reported to Teacher in Charge so that they can advise us.

Adults

- Students **MUST** be supervised in the games/TV room, and movie room at all times.
- Please ensure disposal of recycling in proper bins, failure to do so will result in a rubbish disposal charge.
- All exit doors are to be kept **CLOSED** at all times.
- After dinner, tables are to be wiped and chairs pushed in.
- After breakfast, tables are to be wiped, chairs stacked seat down safely on tables.
- Lights, TV's etc in all rooms/areas to be turned off before you leave for your daily activities.
- Advise staff of low stock e.g. Toilet paper, Paper towels etc
- Internet access is via WIFI, vouchers can be obtained from reception (adults only).

Teacher in charge

- Dinner 6pm, Breakfast 7am, (unless changed by arrangement) procedures will be explained at your first dinner.
- Any damages must be reported immediately. This will have to be charged back to the school unless otherwise arranged.
- For immediate staff assistance go to reception and press the red button on the phone
- **Any queries & requests must be put to your School Groups Coordinator ONLY**

Your group coordinator is: _____

Departure Day

- Pick up **ALL** rubbish from rooms (and under beds/mattresses), general areas, outside, etc and dispose in bins provided.
- Return all furniture, crockery etc to where they came from.
- Wipe down tables in the dining room then stack chairs safely on the tables.
- Ensure all your property has been collected before departure.
- Please ensure bedrooms are vacated by 9am for housekeeping to commence.

*Thank you for your co-operation, enjoy your stay!
Your hosts Leanne and Shaun*