

UnderWater World Sleepover Checklist

Please use the following checklist as a guide to assist you and your students on how best to prepare for your visit to UnderWater World.

Pre-visit and Confirmation Process Have you:

- 1. Received and reviewed Confirmation Letter for your groups visit?
- 2. Distributed to and collected back Chaperone Code of Conduct from each chaperone?
**Please ensure your selected chaperones have read, understood and signed this document stating that they agree to abide by all rules and regulations set forth therein.*
- 3. Organized and confirmed your group's transportation?
- 4. Confirmed student and leader/chaperone numbers with UWW reservations staff?*
- 5. Confirmed date, arrival and departure times with reservations?*
- 6. Confirmed sleeping area choice (Tunnel or Living Ocean) with reservations?*
- 7. Confirmed all meal orders and advised reservations of any dietary requirements?*
- 8. Advised reservations if you wish to include the Rocky Shore Researcher program?
- 9. Advised reservations if you wish to pre-order souvenir gift packs?
- 10. Reviewed UWW confirmation and cancellation policies and safety regulations?
- 11. Informed students of expectations, behaviour and dress code (if applicable)?
- 12. Provided non-attending parents with your mobile number so they can reach you or their child in the event of an emergency?

** All confirmations must be finalised 14 days prior to arrival to ensure adequate staffing and food catering for your group.*

On Day of Visit Ensure you/students have:

- 1. Attendance/Roll sheet, UWW Toilet list
**Due to fire and safety regulations, a Toilet/Numbers List must be completed and given to your Education Officer upon arrival. If both areas have been booked, lists must stipulate which adults and children will be sleeping in the Tunnel and which will be sleeping in the Living Ocean.*
- 2. A signed Chaperone Code of Conduct from each attending chaperone.
- 3. Emergency parent contact information.
- 4. Sleeping equipment (Sleeping bag and pillow).
**Due to fire and safety regulations, please ensure all sleeping bags and mats are of modern design and that the mats are not of raised foam. Approved mats are available for hire.*
- 5. Toiletries and change of clothes (if required) in a separate shower bag.
- 6. A plastic bag for wet clothing (if showering here).
- 7. Water Bottles (optional).
- 8. Cameras (optional).

If undertaking the Rocky Shore Researcher Program/Beach Visit

Ensure you/students also have:

- 1. Hats, sunscreen and protective and comfortable clothing for outdoor activities.
- 2. Covered shoes suitable for walking on rocky shores (i.e. runners, boots etc).
- 3. Scrap paper for additional note taking.
- 4. ID Keys if wanted.
- 5. Wildguide to Moreton Bay (recommended reading).

After Visit Have you:

- 1. Completed and returned your UnderWater World Evaluation/Feedback form?
- 2. Completed a Reservation Booking Form to reserve your spot for next year?