

# Hastings Cave and Thermal Springs



## Teacher's Checklist

<input type="checkbox"/>	Contact Hastings Caves and Thermal Springs to make a booking. Provide group's contact person's name and phone number, the number of students and adults, the name of the school and the address, the name of the bus company or accommodation provider that you are using.
<input type="checkbox"/>	Did you indicate size, age and special needs of the group when you made your booking?
<input type="checkbox"/>	Have you filled in the Minor Excursion Form (Tasmanian schools) and had it signed off by the Principal?
<input type="checkbox"/>	Did you request the type of program(s) you wish the Guide to deliver?
<input type="checkbox"/>	Have you photocopied your worksheets ?
<input type="checkbox"/>	Have you calculated your travel time correctly? Always allow a little extra for the unexpected.
<input type="checkbox"/>	Do all of your students have sturdy, covered footwear and warm jackets for the cave tour (if you are scheduled for cave program)?
<input type="checkbox"/>	Do you have one adult for every twelve students? (Or the adult supervision required for educational excursions.)
<input type="checkbox"/>	Do the adults understand their responsibilities as supervisors? Do they have their checklist?
<input type="checkbox"/>	Do the students have food for snacks and/or lunch, or money for food? If you plan to eat in the Visitor Centre, have you phoned to advise the staff. Hastings can cater for lunches if desired. Ask staff for pricelist.? (a week's notice to Hastings is preferred )
<input type="checkbox"/>	If you are using the pool, check education requirements for pool supervision. If you require a pool lifeguard from Hastings please advise a week before your arrival.
<input type="checkbox"/>	Do your students need to bring swimming gear?
<input type="checkbox"/>	Do you have a first-aid kit, and any medication needed for individual students?
<input type="checkbox"/>	Have you provided a pre-visit program for the students?
<input type="checkbox"/>	Have you reviewed the 'Rules and Regulations' with the supervisors and students?

