

Wendo Retreat

General Expectations and Information

Teacher's Information

Expectations for Teachers

Our goal is to provide a well-run facility so teachers can join in and participate with their students during programming. As well as looking after general supervision, teachers are responsible for the free time after program, and supervision in the Dining Hall and cubicles. We ask that you communicate the following rules and expectations to your group prior to your arrival.

Statement of Beliefs

Wendo Retreat exists to honour God and develop people. By entering into an Outdoor Education Agreement with Wendo Retreat, your group affirms that it will use Wendo Retreat's facilities and services in a manner that will not contradict Wendo Retreat's Statement of Beliefs about our Faith and the World.

Schools

Wendo Retreat is a Christian organization by philosophy and culture, however we realize and are sensitive to the fact that not all your students will come from a christian family. At the beginning of your stay, we will, however, take an opportunity to explain what Wendo Retreat is about. We expect that a Christian prayer of thanksgiving is done before each meal and during the programmed activities.

Booking Information

Minimum and Maximum Capacities

A minimum of 25 guests mid-week or 40 guests on a weekend are required for Wendo Retreat to be open to groups. This quota can be met by either bringing the minimum, or by sharing the site with other groups so that the total number onsite is at least our minimums.

Likewise, Wendo Retreat has a maximum capacity of 120 guests (depending on the arrangements that have been made). Wendo Retreat may or may not be able to accommodate changes to the size of your group. If the number of people planning to come on a retreat changes, it is the retreat organizer's responsibility to immediately communicate this with Wendo Retreat.

Sharing Facilities

If you do not rent the entire facility (minimum rental of 120 participants), you may be sharing some recreational activities and the Dining Hall with another group(s). We appreciate your courtesy towards other groups we are accommodating. If there are certain activities you'd like to do in your free time, please contact the host with such requests so that they can arrange this with the other group(s) on site.

Payment

Full payment is due upon arrival by cheque or mpesa Till.

Deposit

To confirm a booking with us, Wendo Retreat requires a booking deposit. This deposit serves as a non-refundable booking deposit in the event of a short notice cancellation.

Any damages or excessive cleaning incurred by Wendo Retreat due to the group will attract an extra invoice. "Pranks" and practical jokes are often the cause of property damage so please advise your group members to refrain. Any extra cleaning or damage associated with "pranking" will be subject to a minimum 1000/- fine

Cancellation Policy

Cancellation of a retreat will result in the loss of the group's deposit. This money will go towards covering Wendo Retreat's administration fees, and any potential lost revenue.

Accommodations and Site Information

General Accommodations

All of our cabins have 12 - 14 beds in each. We ask that males and females, whether they are students or leaders, not enter the sleeping accommodation of the opposite gender.

Bedding & Personal Supplies

Each person needs to bring his or her bedding. We recommend a sleeping bag, pillow, and personal effects such as soap, slippers, towel, etc.

Standard Meeting Room

Wendo Retreat will provide your group with their own meeting room. Each meeting room is supplied with seating. Other equipment can be requested as per your contract.

Audio/Visual Equipment

Our primary meeting rooms, are not equipped with any Audio visual equipment. These may be requested, as per your requirement.

Media

We ask that any music and other forms of media with offensive lyrics or offensive content not be played while at Wendo Retreat.

Noise Curfew

For the sake of other users and staff who are on the property please note that there is a noise curfew between 10 PM and 7 AM.

Campfire Areas

There are designated campfire areas at Wendo Retreat. Wood and supplies to start a fire are both provided at a fee. Please talk to your host during your stay to arrange a campfire.

Food Service and Dining Hall Information

Dining Hall

Meal times are typically at 7:30 AM, 12:30 PM, and 6:30 PM.

In an effort to promote community participation, we have the students assist in setting the tables before the meal and assist in cleaning up the dining hall after the meal. In your schedule, we allow 20 minutes prior to the meal for setup and up to 25 minutes after the meal for clean up. Please assign a Supervisor who will be present for all the meals to assist the Wendo Retreat team.

Each dining table is responsible for clearing off their tables of dirty dishes and left over food before leaving the dining hall.

Our Health and safety regulations require that dry foot wear and dry clothing be worn while in the Dining Hall. As well, please do not bring food or drink into any of our other buildings, this will help to keep our floors clean and any unwanted bugs out.

Restricted Diets

Wendo Retreat will only provide alternate meals for guests who have returned their health statement indicating restricted diet.

Safety Information and Emergencies

Health and Safety

Our goal is to make your stay at Wendo Retreat as fun and as safe as possible. It is imperative that you fill out the participant's information to be able to participate in any activity at our site. It is in your best interest to let Parents know the activities that their children will be participating in. The group is responsible for all health-related issues pertaining to their group. Wendo Retreat, in an emergency, can provide Standard First Aid if necessary, but cannot dispense any medications. We expect every participant to fill and bring along Statement of Health information.

Emergency Procedures

In case of emergency the alarm bell will ring continually. If this happens please gather in the large field located in front of the dining room area.

Weather

Unfortunately weather can be unpredictable at times; as a result there are no refunds due to weather. Wendo Retreat is able to offer some indoor facilities and activities in the case of inclement weather.

Hospital Transportation

Your group is responsible for health insurance and for transportation to the hospital in the event that it is needed.

Group Transportation

Schools are responsible for transportation to and from Wendo Retreat. If a student requires transportation home during your stay, the school will be responsible for transportation. Wendo Retreat has no vehicle available for this purpose.

Restrictions

Things not allowed at Wendo Retreat

Smoking

Alcohol

Narcotics

Pets

Knives

Guns real or toys

Personal Information Privacy Policy

Wendo Retreat is committed to protecting your privacy and the confidentiality of your personal information. Any personally identifiable information about you is considered "Personal Information" and will be treated in accordance with this Privacy Policy.

Identified Purposes

Wendo Retreat will only collect, use and disclose Personal Information for its own purposes.

Trainers, Employee, Volunteers Staff personal information is collected as required by government to process government forms;

To be able to communicate before, during and after their term at Wendo Retreat;

To be able to interview the potential staff member/Trainers;

To be able to inform guests/parents/guardians/supervisors about the Facilitators that will be interacting with the guest during they stay at Wendo Retreat;

To send follow up information about Wendo Retreat; and For promotional purposes.

Camper personal information is collected:

To be able to communicate with the parent/guardian about the camper's stay at Wendo Retreat;

To be able to process payments;

To be able to serve the camper's needs before, during and after their stay including health information;

To send follow up information about Wendo Retreat; and

For promotional purposes.

Friends and/or donors of Wendo Retreat personal information is collected:

To be able to communicate the ministry of Wendo Retreat;

To provide you with opportunities to be involved and support Wendo Retreat; and

For promotional purposes.

Consent

Your knowledge and consent of Wendo Retreat's collection, use and disclosure of your personal information is important. We rely on the following action(s) by you as indications of your consent to our existing and future personal information practices:

Your express consent or acknowledgement contained within a written, verbal or electronic application process

Your consent solicited by Wendo Retreat for a specified purpose

Your receipt of this Privacy Policy, until you notify Wendo Retreat of a withdrawal of this consent

You may withdraw this consent at any time. Wendo Retreat will inform you of the consequence of withdrawing your consent. You may withdraw your consent by letter or e-mail (wendoretreat@gmail.com: subject line "Removal of Consent for Personal Information")

Limited Collection and Retention of Personal Information

Wendo Retreat will only collect, use, or disclose personal information that is necessary for the Identified Purposes or as required by law. If we require personal information for any other purpose, you will be notified of the new purpose and subject to your consent, that new purpose will become an Identified Purpose. We will retain personal information only as long as necessary for the fulfillment of the Identified Purposes.

Accuracy

Wendo Retreat will maintain your personal information as accurate, complete, and up-to-date as is necessary for the Identified Purposes.

Safeguards

Wendo Retreat will protect your Personal Information by security safeguards such as passwords and locked file cabinets appropriate to the sensitivity of the information, Safeguards will vary depending on the sensitivity, format, location, and storage of the Personal Information.

Accountability, Openness and Customer Access

Wendo Retreat is responsible for all Personal Information under its control and will have a designated Officer who is accountable to Senior Management for Wendo Retreat's compliance with this Privacy Policy.