

Checklist for each Day Day Camp or Kids Language Club SUMMER.

| Name : | MON | TUE | WEDS | THUR | FRI |
|--|------------|------------|-------------|-------------|------------|
| Arrive at 9am | | | | | |
| Prepare room/table with materials for day | | | | | |
| Clean tables and floor | | | | | |
| <u>Take register</u> | | | | | |
| Verify parental waivers/allergies | | | | | |
| Verify first aid kit | | | | | |
| <u>Assign Buddies</u> | | | | | |
| <u>Assign each child to an adult</u> | | | | | |
| <u>Count and recount</u> | | | | | |
| Never leave alone | | | | | |
| <u>Make sure they drink water</u> | | | | | |
| <u>Make sure they wash hands</u> | | | | | |
| Explain the Rules | | | | | |
| Sanction rule breakers | | | | | |
| Positive Reenforcement | | | | | |
| <u>Take register kids leaving/getting picked up</u> | | | | | |
| Tell them what they need for the next day | | | | | |
| File/store left over materials | | | | | |
| Clean and tidy everything | | | | | |

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