

## The Ultimate School Camp Checklist

Organising and running a school camp is a big responsibility for the teachers involved. This list is designed to prevent little things being forgotten. Camp coordinators get peace of mind, and everyone enjoys a seamless school camp.

### Camp Planning – 3 months or more before the camp

*In our experience most schools organise 12 months out. The earlier you book the better your chances of getting the dates you want.*

- Jot down the key learning objectives for your camp.
- Browse the programs and activities available on the camp website.
- Contact your Camp Concierge. She will help you to pull together a tailored program to meet your specific learning objectives.
- Get executive approval to proceed with your chosen camp and program.
- Provide your Camp Concierge with a best estimate of numbers. (It's a good idea to get an expression of interest from parents and possibly a small deposit at this stage.)
- Book your camp and pay the security deposit.
- Book transport to and from the camp. Your Camp Concierge can help if required.

### Preparing for Camp – 6-8 weeks before the camp

- Distribute an information pack to parents. This should include:
  - Link to the camp website, plus camp contact details,
  - Your camp schedule, including dates and all activities planned,
  - Consent form,
  - Medical form listing any special dietary, health or medical requirements,
  - Request for copies of asthma management plans and anaphylaxis action plans where relevant.
- Collect all consent and medical forms and send relevant information to Camp Concierge.
- Make sure you have asthma management plans and anaphylaxis action plans for all relevant students. Provide your Camp Concierge with appropriate health and dietary information.

- Ensure that your camp will be adequately staffed. A minimum supervision of 1:10 is required for most activities.
- Start planning room allocations and activity groups.
- Start talking to students about camp to reduce anxiety before and during camp.
- Lock in final numbers with your Camp Concierge.

### **Getting Ready to Roll – 2-3 weeks before the camp**

- Distribute an information pack to parents. This should include:
  - Link to camp website, plus camp contact details,
  - Your camp schedule, including dates and all activities planned,
  - Contact information for camp coordinators,
  - Suggested student packing list (ask your Camp Concierge for a standard template to get you started).
- Prepare first aid kits. Each group leader should have their own first aid kit (including epipens if required).
- Prepare eskies. If you are planning to have packed lunches during the camps then each group leader should have an eskie.
- Confirm all transport arrangements.
- Do a final run through of all camp plans with your Camp Concierge.

### **Leaving for School Camp – day one**

- Check the roll.
- Ensure you have first aid kits and eskies (if required).
- Meet your Camp Concierge on arrival. (Notify Camp Concierge if there are any major delays.)

### **Let the fun begin!**