

Family Camp Business Guide

# Childcare check-in and release

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

**Child and session**

ID/details

**Care accepted at**

Time, worker

**Authorized adult and reachable location**

Details

**Contact tested or confirmed**

Record

**Relevant care actions**

Approved plan reference

**Expected collection**

Time

**Released to**

Verified adult

**Care ended at**

Time, worker