

Summer & Day Camp Business Guide

Arrival and pickup change record

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

Camp / programme

Prepared by

Date

Child and booking

Date affected

Change requested

Person making request

How authority was verified

Approved collector and identity check

Roster updated by and time

Group leader informed

Actual handover time and worker

Do not place full custody documents on an open clipboard. Store sensitive material under the approved access rules.