

Summer & Day Camp Business Guide

End-of-day close

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

Camp / programme	Prepared by	Date

Every child released to the correct person

Late-care handover completed

No person remains in toilets, rooms, or vehicles

Medicine and records secured

Equipment checked and unsafe items removed

Rooms cleaned and exits clear

Tomorrow's staffing and weather checked

Family messages sent

Incidents assigned for follow-up

Cash/payment exceptions recorded

Lead sign-off
