

Summer & Day Camp Business Guide

Welcome message

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

Camp / programme

Prepared by

Date

Hello [name]. We are looking forward to welcoming [child] for [dates]. Please arrive at [door] between [times]. Bring [items]. Lunch arrangements are [details]. Only an approved collector can sign a child out. Please use [verified channel] for changes. For urgent issues during camp, call [number]. Our weather and closure process is [summary]. Please complete [required steps] by [date].