



## Day Camp Planning Time Line

**July – October:** Register your spot for Camp Perkins Day Camp Program by filling out the Reservation Form. Check for availability within the 3 weeks we offer in June. Reservations are made on a first come first serve basis and require a \$350 deposit.

For more information on reservations, please click the Day Camp Reservations Information form on our resource page found at [www.campperkins.org/day-camp-resources](http://www.campperkins.org/day-camp-resources).

### January – April

- Appoint a Congregational Contact Person.
- Develop a planning committee to help with the congregation's responsibilities. Within this committee, include high school and adult volunteers who wish to help with the program. Also involve potential host families that will be housing counselors during the Day Camp.
- Secure places where campers can play games, participate in arts & crafts, and seek shelter in case of severe weather.
- Publicize the event within your church and schools. Post flyers and posters, place inserts in the church bulletin, and speak to all of the Sunday School classes and Bible study groups.

### April – May

- Solidify the content of your Day Camp by deciding upon optional activities such as field trips, youth nights, and program nights. Once you have decided which of these you would like to host, and the dates and times, publicize them within your congregation.
- Distribute and collect registration and Health/Waiver forms.
- One week before Day Camp
- Email the Vital Stats sheet to Camp Perkins. [DayCamp@campperkins.org](mailto:DayCamp@campperkins.org) (by May 1)
- Review final planning in regards to final registration numbers, forms, housing, special programming and any other needs with Camp Perkins Staff.
- Make sure to confirm the volunteer meeting time and place.

### During Day Camp

- Sunday – if your program is the 2<sup>nd</sup> and 3<sup>rd</sup> weeks of our daycamp program, the staff will attend worship at your church the Sunday before DayCamp begins. Please utilize them for songs, a children's message and more!
- Sunday - volunteer meeting after church
- Monday – Program Director phone check in.
- Daily - communicate with the Day Camp Team. Please don't wait until the end of the week to let them know what they are doing well or what they can do to meet your needs better.
  - What's going well? (at least 3 things... be specific about what was observed)
  - What tweaks do we need to make to the schedule?
  - What behavioral/emotional/physical/spiritual needs of the campers and volunteers did you notice today that we were able to meet? What do we need to be aware of to meet those needs tomorrow?
- Daily - Feel free to take plenty of pictures to display in the weeks after!
- Friday – Final numbers recorded, Final Evaluations and Bill, and Day Camp Registration forms need to be given to the team before departure. You can also secure your reservation for the following year.