# Summer camp planning checklist

BackPR

> Many camps open registration between January and March. Adjust the months to your own dates and check your state's licensing deadlines.

## Fall (September to December)

- [ ] Review last summer: enrollment, surveys, budget, incidents
- [ ] Set dates, weeks, hours and age groups
- [ ] Set prices, deposits, payment plans and scholarships
- [ ] Renew or apply for your state camp license or permits
- [ ] Book the venue, buses and field trips
- [ ] Confirm insurance

## Winter (January to March)

- [ ] Open registration and announce it to past families
- [ ] Post counselor jobs and start interviews
- [ ] Update forms: registration, medical, pickup, waivers, photo release
- [ ] Plan the daily schedule and activities
- [ ] Order supplies and camp shirts

## Spring (April to May)

- [ ] Hire staff and run background checks as soon as you make offers (fingerprint results can take several weeks)
- [ ] Check staff certifications (first aid, CPR, lifeguard)
- [ ] Follow up on missing health forms and balances
- [ ] Plan staff training
- [ ] Send the welcome letter and packing list

## Two weeks before camp

- [ ] Train staff, including emergency and fire drills, medication and mandated reporter training
- [ ] Train staff on your heat, severe weather, missing child and lockdown plans
- [ ] Finalize rosters, groups and allergy lists
- [ ] Set up check-in and pickup
- [ ] Stock first aid kits and medicine storage
- [ ] Walk the site for hazards

## During camp

- [ ] Take attendance and do head counts
- [ ] Write incident reports the same day and report serious incidents to your licensing agency as required
- [ ] Send weekly updates to families
- [ ] Do mid-summer staff evaluations

## After camp

- [ ] Send the parent survey

- [ ] Do final staff evaluations and rehire notes
- [ ] Settle the budget and close out payments
- [ ] File any reports your license or grants require
- [ ] Store records as your state and insurer require

Free to use and change, but not legal or medical advice. Check your state's licensing rules and your insurer's requirements, and have a lawyer review any consent or waiver language.

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