



# Summer Camp Guidelines

## Purpose:

The purpose of this document is to assist each center in effective planning and execution of the Summer Camp program.

## Procedure:

### Marketing

Marketing Avenues:

- Local Newspapers / Flyers / Facebook.
- Email / SMS to existing students.
- Social Media.

### Enrollment Process

- Obtain complete application form.
- Two passport size photographs (one for the application and the other for the certificate).
- If the student enrolls in the middle of the first week (April Camp), they pay for two weeks.
- If the student enrolls in the middle of the second week (April camp), they pay for that week.
- If the student enrolls in the middle of the second week (May Camp) they pay for two weeks.
- Provide Summer Camp Welcome letter and original receipt enclosed in our school envelope.
- Students shall obtain summer camp goodies at the time of enrollment.
- Summer camp schedule shall be put up on the notice board. Schedule shall be customized making sure that all components of the summer camp are taken into account including field trip.
- Centers shall plan on the duration of the camp both in April and May according to their community needs.

### Class Room Planning

Center Head shall divide the students based on their age group.

The age group guidelines for segregating the classroom are as follows:

- 2-3 yrs
- 3-5 yrs
- 5-8 yrs



# Summer Camp Guidelines

- 9-12 yrs

Ratio for age groups - 1:12 for 2 to 5 yrs and 1:15 for 5-12 yrs

Update the Pick and drop schedule

## Daily Schedule

- The Curriculum for each age group has variety of activities spread across under different components.
- Centers can plan each week ahead by selecting the activities they want to do, the time limit for each activity can vary from 30minutes to 1 hour based on the activity. Hence Center Manager/Counselor/Teacher must read through the activity in detail before planning the daily schedule.
- The Daily Schedule can be Centre Specific based on what activities are chosen for the day, the following is a sample schedule.

MON	TIME SCHEDULE			
	9:30 - 10:30	10:30 - 11:00	11:00 - 12:00	12:00 - 12:30
	CRAFTASTIC	<b>BREAK</b>	XPLORE SCIENCE	FUN 'N' SUN
TUE	TIME SCHEDULE			
	9:30 - 10:30	10:30 - 11:00	11:00 - 11:30	11:30 - 12:30
	ENCHANTING PUPPETS	<b>BREAK</b>	GET WET	MAGIC SPELLS
WED	TIME SCHEDULE			
	9:30 - 10:30	10:30 - 11:00	11:00 - 12:00	12:00 - 12:30
	BRAIN QUEST	<b>BREAK</b>	FUN 'N' SUN	DANCE MANIA
THUR	TIME SCHEDULE			
	9:30 - 10:30	10:30 - 11:00	11:00 - 11:30	11:30 - 12:30
	MASTER CHEF JUNIOR	<b>BREAK</b>	LIFE SKILLS	GET WET
FRI	TIME SCHEDULE			
	9:30 - 10:30	10:30 - 11:00	11:00 - 12:00	12:00 - 12:30
	ACT EXPRESS	<b>BREAK</b>	XPLORE SCIENCE	LIFE SKILLS



# Summer Camp Guidelines

- Children must be given a 30 minute break everyday, any cooking activities can be planned before the break time so that children can taste the dishes prepared during the break time.
- Make sure to check for any allergy before giving anything to the children.
- Centers must ensure that activities from all the components must be used across the curriculum in the week.

## Teachers Allocation

- If there is short fall of teachers, center head shall hire teachers on the temporary basis. This can be a fresher, college going person or a house wife.
- Teachers shall be trained on the curriculum.
- Publish an advertisement on the local newspaper, if necessary.

## Teachers Responsibilities

- Review and follow the daily schedule
- Take attendance at 10:00 am. Attendance sheet is provided along with the kit.
- Encourage parents to sign the check in and checkout form to ensure the safety of the student. Form is provided along with the kit.
- Mark the attendance on the Black board as 'Total Strength' and 'Total Present'.
- Prepare for the class a day before and write the hints on the black board with the timing for the reference.
- Review the curriculum and practice before teaching the students.
- Provide a short daily update to parents.
- Provide MyBeeClub flyer to the parents on the last day of the camp.
- Teachers shall ensure that students bring the summer camp bag for Field trip and Guest program.

## Camp Certificate

1. Steps to be followed while writing the names on the certificates:
  - Write the legal name of the student in script handwriting.
  - Stick the photo of the student on the right hand side of the certificate.
  - Tick the box based on the relevant activity covered for each age group.
2. Certificates shall be issued to the students who complete a minimum of 1 week of summer camp.



# Summer Camp Guidelines

## Materials Needed

- All the material required for the summer camp shall be purchased at least a week before.
- Perishable items can be purchased a day before the activity.
- Capture the summer camp materials in the respective inventories.
- Centers can also use appropriate recycle materials to be cost effective.

## SMS

- Welcome SMS should go a day before the camp.
- Thank You SMS should go out on the last day of the camp.

## Feedback Form

- Parent feedback forms shall be given to the parents 5 working days before the camp closure.
- Teacher feedback forms shall be given to the teachers 5 working days before the camp closure.
- Center Head shall ensure that the all the feedback forms are obtained before the camp closure.

## Corporate Communications

- Update ERP.
- Send summer camp updates end of each week with all the sections updated.
- Send parent feedback form, teacher's feedback form, and summer camp closure letter on the last day of the event.
- Update face book with few pictures in compliance with our face book guidelines.

## Field Trip Consent Form

- Field trip consent form shall be sent to the parents a week before. Consent forms shall be collected before three days. Refer Field trip Guidelines. Consent form is provided along with the kit.
- Teachers shall ensure students wear Summer camp Visor and badge on Field Trip.



# Summer Camp Guidelines

- Children enrolled in the **2 weeks camp** must be taken to **one** Field Trip.
- Children enrolled in the **4 weeks camp** must be taken to **two** Field Trips.

## Few options for Field trip:

- Post Office
- Museum
- Fire Station
- Rail Museum
- Kids Play Centers

## Grand Finale letter

- Grand Finale letter shall be sent to the parent 5 working days before the event.
- The date and time shall be changed according to the schedule of each age group.

## Grand Finale Guidelines:

- For the Grand Finale teachers shall decorate the classroom with all the crafts done by the students.
- Teacher shall train the students for the Grand Finale such that they demonstrate what they have learnt during the camp. Teachers shall train the students to perform variety of activities as mentioned in the curriculum.
- Center Manager shall ensure that the decorations for Grand Finale are made as appropriate for the occasion.
- This can be planned at specific time slots for each age group or can be combined together based on the time and place availability.
- Teachers shall discuss the plan for Grand Finale in the Huddle a week before.
- Center Manager shall plan a My Bee Club Presentation before the certificate distribution. Schedule shall be planned accordingly.
- Center manager shall distribute certificate to each student.
- Group picture shall be taken for each group along with the teacher.