



Summer Camp Teachers Guide

1. Teachers shall report at 9.00 a.m.
2. Teachers shall follow the instructions provided in the 'Teachers Summer Camp Daily Activity Schedule'.
3. Any kind of accidents should be immediately reported to the center manager and immediate action should be taken.
4. Curriculum should be reviewed a week before by the respective class teachers along with the head teacher/admin personnel.
5. Teachers should be thorough with the curriculum.
6. Materials required shall be collected from the center head a week before. Perishable materials shall be collected a day before the activity.
7. Decorate the classroom according to the camp.
8. A sample of the next day's activity shall be prepared and put up in the classroom.
9. Puppets should be prepared in advance for storytelling.
10. Curriculum shall be implemented according to the instructions provided in eShine.
11. Any videos provided shall be played in the classroom only if instructed in the curriculum.
12. During group activity ensure each student gets a chance to participate in the activity.
13. Spread newspaper on the table before doing any art work.
14. During cooking activity students are not allowed to use the knife. Students of 8-12 years shall use the knife with teacher's assistance.
Always wash the fruits before using. **Check if any student is allergic to specific food.**
15. Students shall bring their own snacks and water bottle. Teachers shall ensure it's labeled by the parents.
16. Teachers shall give the update to the parents during pick up time.
17. Government holidays should be intimated to the parents in advance.



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18. The crafts shall be handed over to the parents on the last day of the camp.
19. Curtain Raiser/Grand Finale shall be planned at the end of the camp. Parents shall be invited through a letter.
20. For the Curtain Raiser/Grand Finale, teachers have to decorate the classroom with the all the crafts done by the students.