

Best Practice Tips for Summer Camps

1. Know your CAMP program

- Goals / Objectives
- Universal Design Learning (Visual Aids for Schedule and Activities)
- ADA Policies
- Budgets and Financial Accountability
- Parent Handbooks Includes:
 - Schedule / Calendar
 - Staff Contacts
 - Emergency / Security Action Plan and Procedures
 - Food Allergy Action Plan
 - Weather Emergency Plan
 - Behavior and Disciplinary Policy and Plan (Positive Behavior Techniques / Behavior Contracts)
- Field Trips / Cultural Excursions

2. Take stock of CAMP staff skills

- Assess strengths and weaknesses – develop plan to leverage and improve skills
- Ensure orientations, trainings and staff meetings
- Review in-service requirements and opportunities (if applicable)
- Create action plan for absentee staff
- Plan for using volunteers

3. Invest in your CAMP program

- Invite stakeholders to experience the camp
- Consider all concerns and provide responses
- Maintain your facility and program areas
- Accessible transportation (if applicable)
- Assess your data and surveys for refinement and adjustments
- Stay up to date in on research strategies for both creative and administrative practices

4. Nurture Relationships in your CAMP

- Always provide positive and proactive communication
- Ensure staff and volunteers are recognized and appreciated
- Ensure active listening for staff, parents and participants
- Be specific in praise and constructive criticism
- Use teambuilding exercises
- Use local resources
- Share ideas and solutions