



Camp Daily Timeline Breakdown

7:00 - Monday Morning Only

- All staff arrive and check in with Coordinator and/or Site Admin
- Site tour is given
 - Activity Specific areas are assigned during this portion of the day
 - Washrooms, lunch rooms, emergency exits, and evacuation meeting spots are identified during site tours.
- Emergency Action Plan is reviewed for those who did not have access to it prior to their arrival at camp

7:15 - Before Care Coaches Arrive

- Before care area and activities are set up

7:30 - Before Care Begins

- Assigned Before Coach is on location to greet all early drop offs for **7:30**
- Early drop offs are to be given activities to do or different items to engage with (arts & crafts)

8:15 - 8:30 - Coaches arrival (Monday Morning 7:00am)

- Check in with Coordinator and/or Site Admin
- Help bring equipment, water jugs, materials etc.. to all activities for each activity (Not just your own)
 - Sweep all areas for any hazards
- Review days attendance and lesson plan
- Begin Setting up group activities, area and equipment
- Set up activity area to execute days lesson plan

8:45 - Sign In Begins

- Everyone assumes their assigned role for sign in
 - Sign in Table
 - Floater
 - Gym Staff/Activity Specific area (Running Group Games)
 - Merchandise Table (Monday Morning)

9:15 - 1st Session Begins

- Coordinator, Site Admin and/or designated coach takes over the Sign in Table.
- Coaches join their groups, go over rules and plans + begin executing their lesson plans
- General rules should be discussed at the beginning of each day.
- **Monday Morning:**
 - It is important to take care of introductions of coaches and campers, Discuss and outline all the rules and expectations of the camp ie; STARS, Washroom breaks, snack breaks, acceptable behavior and 5 Star Development Map.
 - Identify allergies, dietary restrictions and other needs of campers; Any Camper with an allergy should have a photo taken of them and posted in the locations Whatsapp group chat so all staff members can Identify them
 - Names should be placed on the Star of their TAC Camp Shirt



10:30 - AM Snack

- All groups are at their designated areas for the start of snack with their hands washed
 - If campers bring their own snack, do not leave for snack area/lunch room without it
- Coordinators will be responsible for handing out snack
- Coaches are responsible for knowing the campers dietary restrictions and allergies in order to assist the coordinator.
- Identify to the coordinator directly any campers with allergies or dietary restrictions.
 - *Adventure camp groups should follow staggered hand washing schedule to avoid multiple groups in hallways or transition areas*
 - *Coaches will rotate breaks following the schedule provided by the coordinators*
- Lunch room/area is cleaned before your group leaves
- Campers wash their hands and return to activity area with their coaches

11:00 - 2nd Session Begins

- Coaches execute lesson plans

11:45 - Half Day Sign Out

- Half Day AM Campers are brought to the Half-Day Sign Out Area for 11:50 by a coach/volunteer
 - If your activity area is close to the sign out table your half day campers can continue to participate in the lesson plan.
 - Their bags and belongings should be organized to ensure a smooth transition times.
- Anyone assigned to a Half Day Sign Out Role will assume their position
 - Sign-Out Table
 - Supervising campers/running circle games
 - Floaters
- Activities can continue during Half Day Sign Out

12:00 - Lunch

- All groups are at their designated areas for the start of Lunch with their hands washed
 - If campers bring their own snack, do not leave for snack area/lunch room without it
- Coordinators will be responsible for handing out Lunch
- Coaches are responsible for knowing the campers dietary restrictions and allergies and identify them to the Coordinator
 - *Adventure camp groups should follow staggered hand washing schedule to avoid multiple groups in hallways or transition areas*
 - *Coaches will rotate breaks following the schedule provided by the coordinators*
- Lunch room/area is cleaned before your group leaves
- Campers wash their hands and return to activity area with coaches

12:45 - Half Day Sign In

- Anyone assigned to a Half Day Sign In Role will Assume their position
 - Sign In Table
 - Floaters



1:00 - Lunch ends/3rd Session Begins

- Half Day PM campers will join their groups
- Coaches Execute Lesson plan

2:30 - PM Snack

- All groups are at their designated areas for the start of Lunch with their hands washed
 - If campers bring their own snack, do not leave for snack area/lunch room without it
- Coordinators will be responsible for handing out Lunch
- Coaches are responsible for knowing the campers dietary restrictions and allergies and identify them to the Coordinator
 - *Adventure camp groups should follow staggered hand washing schedule to avoid multiple groups in hallways or transition areas*
 - *Coaches will rotate breaks following the schedule provided by the coordinators*
- Lunch room/area is cleaned before your group leaves
- Campers wash their hands and return to activity area with coaches

3:00 - End of Snack/4th Session Begins

- Coaches Execute Lesson plan

3:45 - Sign Out Begins

- All Activities come to an end
- Every group's area should be cleaned and organized to ensure a smooth sign out process.
 - Having each group stop their activity to get organized will help to reduced lost items and switch to a low energy/low organizational game
- Equipment should be brought to the storage room during this portion of the day
 - Scheduled after care coach should communicate which equipment they would like to leave out to use
- Every coach assumes their role
 - Sign in Table
 - Floater
 - Waiting for group in their designated areas
- Coaches need to provide feedback to parents

4:15 - After Care Begins

- Coach Scheduled for after care should prepare any games or equipment needed
 - Check with Coordinator and or Site Admin to ensure the extended care schedule is up to date

4:30 - Debrief Meeting/Coaches are dismissed

6:00 - Aftercare ends

- Once last kid is picked up the groupchat should be notified
- If parents have not arrived, contact the site coordinator, quality manager and or admin team.
 - Parents will be contacted by either yourself or a member of the TAC Sports Team