

Daily Schedule

Monday:

8:00am

Please arrive no later than 8:00 for a short morning meeting in the drop-off/pick-up area (a). This meeting is weekly and required if you have a camp starting at 9:00 am. (Theater Parking Lot)

Thursday-Friday:

8:35am **PLEASE BE ON TIME!!**

- Be at your sign in the drop-off area
- **Once you have your parent drop off kids, please head to the sculpture garden in front of the Upper School and collect your bus kids and before camp kiddos. DO THIS EVERY DAY!**
- **THERE WILL BE A SIGN WITH YOUR CAMP NAME ON IT WHERE THOSE KIDS WILL BE WAITING. Please do not forget them!**
- CHECK YOUR AREA AND MAKE SURE CAMPERS HAVE ALL OF THEIR BELONGINGS
- Complete the attendance slip and put it in the attendance box (located in the bus rider area)
- Head to your camp location.

LUNCH SCHEDULE

(Full Day Camps 9:00-3:30)

- If you run a full day camp, please go to lunch 12:30. There will be no assigned lunch table, please just sit where you would like and **SIT** with your campers.
- Begin and Finish Lunch as a group! This is a supervision and safety request.

(Morning Half Day Camps 9:00-12:00)

11:50am BE ON TIME!!!

- Campers who do not have afternoon camps: drop campers off with me (Kim) in section d on the map. They do not eat lunch with other campers. Their parents will be picking them up. I WILL BE THERE
- If you have campers going home at 12:00, you will have a list on your clipboard Monday Morning.
- Help your remaining campers find their afternoon camp sign and they can leave their bags by their sign.
- Head to lunch with rest of campers in cafeteria. Please go in, choose a table for your group, and make sure they know where they will be sitting. **SIT** with your campers: This is not a suggestion and they cannot go and sit with another group. **YOU ARE RESPONSIBLE FOR YOUR CAMPERS.**

- Keep your group together until your entire group is finished eating. This is a supervision and safety request.

12:30pm

- Head outside to the sculpture garden in front of the Upper School and have your AM kids head to their signs
- Head to your sign for your 12:30pm camp. PLEASE MAKE SURE YOUR KIDS ARE SITTING DOWN AND NOT RUNNING AROUND!
- If you are finished for the day say good bye to Kim or Will
- All afternoon teachers: Do not leave until you have all your campers. If you have missing campers check in with Kim or Will to see if they were, absent.
- Once you have checked in you can head to your camp location.
- CHECK YOUR AREA AND MAKE SURE CAMPERS HAVE ALL OF THEIR BELONGINGS

2:40pm

- Start cleaning up your areas and have kids packing up their bags

2:55pm

- Head to the cafeteria to get popsicles

3:10pm

- Help bus kiddos to their bus (do not put a kid on the bus who is not listed on your roster)

3:15pm

- Head to sign in the pick-up area with remaining campers (Count your kids). Check entrance passes. If a parent does not have an entrance pass, check the parent pickup authorization list below your campers name and make sure that person is on it and check ID. Ask the parent to initial on your sign out sheet.

Breakfast:

- Please plan to eat breakfast at home. The cafeteria plans the amount of their food according to Horizons and Before Care kids.

Micro Bus:

- Plan to pick up your bus before heading to your sign to meet your campers.
- You can park your Micro Bus on the South side of the Theater.

Aftercare:

Please WAIT until 3:45 before heading over with your campers. We know it will be hot, but every now and then parents who have indicated after camp will surprise us by picking up their kids at pickup and become anxious when they cannot find them. Please take your remaining campers to aftercare and sign them in before going to get your own children. **YOU ARE RESPONSIBLE FOR ALL CAMPERS UNTIL THEY YOU DROP THEM OFF AT AFTER CARE!**

If you have your own children who are enrolled in camp, before and after care is free to Instructors. Drop your children off by 8:15 and they will get breakfast. Pick up and drop off is in the middle school community room, one door down from the camp office. We would like your entire focus to be on your campers so we encourage you to take advantage of this great benefit.

Pictures:

Please take pictures of your camp throughout the week and email pictures to summer.programspictures@coloradoacademy.org!

WIFI

The computer logins are username: camp and password: summer.

Guest wifi username: guest and password: colorado

Photocopy code: 4082

If you have questions please contact me (Kim) via email/call/text at 303-914-2538 or call/text Jenny's cell phone at [303-914-2533](tel:303-914-2533). We look forward to working with you this summer!