



Lead Teacher

Standard Operating Procedure

Morning

Clock-in at the Camp Office

- Go to your classroom to organize/set-up for the day
- Meet your Director for your Morning Briefing, where schedule changes and announcements will be discussed

Drop-off (Camper Arrival)

- Lead Teachers will be assigned to carline to help greet campers, get them out of their cars, and help them to their groups
- Lead Teachers not assisting in carline should be assisting in the supervision and safety of campers and helping with any specified tasks

Morning Assembly

- Assist Directors in all games, activities, songs, contests, etc. and encourage all campers to participate

Daily Schedule

Activity Blocks

- Follow daily schedule
- Use curriculum manual to plan and prep activities
- Make sure all materials are accounted for all activities/lessons. Let Director know if in need of any materials
- Implement activities/lessons according to camp calendar and block plan
- Counselors will bring groups around to each activity. If there is only one counselor with the group when leaving your activity, assist bringing group to their next activity.
- Be fun and make a positive impact on your campers
- Conduct safety checks throughout the day
- Make sure all campers and counselors are included and engaged in all activities and discussions
- Brief Director on any behavioral issues throughout the day
- Have fun!

Snack/Lunch

- Assist Counselors with their groups during lunch (i.e., general supervision, bathroom runs, opening food containers, Nurse's Office, etc.)
- Make sure each camper eats their lunch every day, notify a Counselor/Director if a camper does not eat. REMEMBER: Sharing/swapping of food is not permitted!
- Campers with nut allergies are assigned to designated table with their fanny pack and assigned a Counselor or Team Member

Afternoon

Pick-up (Camper Dismissal)

- Lead Teachers who are assigned to carline assist by checking parent identification, walking campers from their groups, and bringing them to their cars
- Lead Teachers *not* assisting in carline should be assisting in the supervision and safety of campers and helping with any specified tasks

Club OT Transition

- Assist Counselors and OT Team Members by completing the Club OT form for any camps and personally sign them in with the Club OT activity leader
- Inform Club OT Team Members of any special needs or medical conditions and hand-off fanny packs (if applicable)
- Return any fanny packs, not being sent to OT, to the Nurse's Office

Clock out at the Camp Office

- Make sure activity space is cleaned up and prepped for the next day
- Check-in with your Director, if needed