

Preschool Summer Camp
 A How To Guide in Ten Easy Steps

By Sharon O'Toole
 Cardinal Joseph Bernardin School

Step 1: Location

Approval from your Principal and/or the Pastor

Location of Camps

- School Building - Access and Security
- Current Preschool/Pre-K classrooms
- Gym
- Church Hall

Rental Charge or Fee for Utilities

Step 2: Duration

1 MONTHS	2 WEEKS/DAYS	3 HOURS
3 Month option June, July, August 2 Month option July, August 1 Month option August	One week/month Two weeks/month 5 Days Monday-Friday 4 Days Monday-Thursday	Morning time = better 2 Hours 9:30-11:30 am <input type="checkbox"/> Attention span <input type="checkbox"/> No food/snack <input type="checkbox"/> Minimal bathroom

Step 3: Cost

Not about making money...

- Increasing enrollment
- Awareness of preschool/school
- Adjustment for new students

Business manager, Principal, Pastor

Set the rate based on community programs *Each camp is \$55*

Give a discount *Attend both for \$100*

**Step 4:
Pick a theme(s)**

- Not academic enrichment
- Arts and crafts
- Learning centered
- Exciting and fun

Fun in the Sun

Farmer's Garden

Under the Big Top

Around the Calendar

Safari Sensations

Teddy Bear Olympics

**Step 5:
The Flyer**

Advertising & Registration

- Perspective/incoming families
- Current 3-year olds
- VFF - Virtual Friday Folder
- Parish Bulletins (Easter)
- School office

St. Joseph's Episcopal School
8 years Pre-Kindergarten - Kindergarten

2016-2017 Enrollment Form - Please fill out and return to the school office

JULY 11 th 1916	AUGUST 17 th 1916
Farmer's Garden This is a special day for our young gardeners. We will have a special program for you. Please bring a small amount of money to help us buy the seeds and supplies we need. We will have a special program for you. Please bring a small amount of money to help us buy the seeds and supplies we need.	Under the Big Top This is a special day for our young gardeners. We will have a special program for you. Please bring a small amount of money to help us buy the seeds and supplies we need. We will have a special program for you. Please bring a small amount of money to help us buy the seeds and supplies we need.

Please return this form with your child's name to the school office. Please return this form with your child's name to the school office.

Child's name _____ Age _____ Date of birth _____
 Parent's name _____
 Address _____
 City _____ Zip code _____
 Home number _____ Cell number _____

Please indicate your child's current school. School name or level (nursery, pre-K, kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th).
 School name _____
 School level _____

St. Joseph's Episcopal School, 2016-2017 Enrollment Form
 2016-2017 School Office, 2016-2017, p. 4/22/16

Step 6: Staffing

Teacher - a must

Ratio must be 1 to 10

- Co-teacher
- Teacher aide
- Approved Parent Volunteer
 - Virtus trained
 - Employment application

Student Volunteers - a must

- 7th grade school students
- Confirmation hours - sign book
- 8th grade and High School
- Community service hours - letter
- Returning veterans

Step 7: Nuts and Bolts

Theme plans...aka lesson plans

Daily goal or theme - Culmination day on Friday

Daily schedule:

- Welcome (Foyer...group leaders...name tags as attendance)
- Review/set the stage
- Read aloud - Fiction and nonfiction
- Small whole group project (Teacher led) 20 min.
- Centers - learning activities and games (Volunteer led) 60 min.
- Second read aloud or song
- Dismissal (Foyer...group leaders crowd control)

Step 8: Supplies and Prep

Ideas:

- Mailbox Magazine ideas for themes, activities, games
- Teacher Pay Teacher and Pinterest

Materials:

- Budget \$100 - \$125 per camp...covers big item
- Dollar store
- Use what you have

Prep:

- Home, before/after....student volunteers!!!

Step 9: Final Preparations - Thursday Prior

<p>1 Reminder Calls</p> <p>Parents... Mrs. ___ just a reminder camp starts on Monday morning @ 9:30. Meet at main entrance. No supplies needed.</p> <p>Students Volunteers... Mrs. ___ just a reminder ___ volunteered to help @ camp for service hours. See them Monday morning @ 9:00.</p>	<p>2 Supplies</p> <p>Photocopies School office/copy room Copy for the entire week</p> <p>Cut & staple as you go ... student volunteers</p> <p>Count out & basket crayons, glue sticks, scissors, etc.</p>	<p>3 Set-up</p> <p>Room arrangement</p> <p>Foamie squares for welcome & name tags</p> <p>Everything for Monday on counter</p>
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Step 10: Camp Starts

Typically get in at 8 am
Set-up games and centers in other areas
Pull paint and painting supplies

Additional items:

- Don't go outside
- Allergies
- Cryers
- Behavior



Questions, comments, concerns

sotoole@cjbschool.org
708-403-6525 ext. 150
