



cordovan
ARTschool

Manager Daily Checklist - 2

CAMP Season

FOR CAMP SEASON—Follow the same procedures as CLASS Season, adding the additional checklist items shown below:

When You Arrive

- Arrive 15 minutes before extended care
- Log into Jackrabbit and check for overnight enrollments
 - Make sure all registered camp students have paid for the camp before attending
 - Run credit card payments
- Print class rolls for AM and PM camps
- Print name tags for AM and PM camp students
- Place class rolls and student name tags at front desk for check-in
 - Add sign-in column (left) and sign-out column (right). Mark the letter “F” next to each child that is staying the full day. This helps the teacher know which students will be picked up after class, and which students will stay for lunch.
- Clean out student cubbies and move items to lost & found
- Make sure bathrooms are clean

During Morning Camp

- Ensure teachers understand when students will be picked up (half-day vs. full-day)
- Move class rolls to classrooms after check-in (**During camps, the parents sign-in at the front desk as usual. However, they sign-out with the teacher at the classroom.**)
- Call parents for any student who has not arrived within 15 minutes of the class start time
- Make sure bathrooms are clean

Lunch Procedures

- Collect class rolls from teachers after AM camp. Ensure students have been checked out.
- Ensure classrooms are reset (desks, floors, trash)
- At the beginning of lunch, give each full-day student a new name tag to wear for the afternoon camp. Any remaining tags will be for the students yet to arrive for PM camp.
- At 12:50 PM, turn off the movie and have students throw away their trash
- Dismiss students to afternoon classes one group at a time (use sticker/group system to

identify age groups as needed)

- Notify PM teachers that lunch students may transition slightly early into their classroom
- Make sure bathrooms are clean

During Afternoon Camp

- Print next day name tags—Handwrite name tags for late registrations, if needed
- Clean the lobby
- Clean the bathroom (toilet, paper towels, soap, TP)
- Check email, phone calls frequently and respond quickly
- Check on teachers and assistant teachers regularly
- Collect class rolls after pickup
- Make sure bathrooms are clean

End of Day & Extended Care

- Help teacher clean classroom. Enlist assistant teachers and extended care students
- Reset desks with newsprint. Enlist extended care students
- Ensure all classrooms are organized and prepared for the next day
- Add any leftover items to the lost & found
- Take out all trash
- Make sure bathrooms are clean

Camp Safety Tips

- **Lobby:** Never leave front desk or lobby unattended. Ensure coverage at all times, especially during lunch and transition times.
- **2-staff:** Always have 2 staff during extended care. Typically the 2nd person is an assistant teacher who can entertain the kids, allowing the manager to get set up for the day.
- **Check-Out:** Students must be checked out by an authorized parent/guardian listed in Jackrabbit. Do not release a child to anyone else without parent approval. Managers are responsible for safe check-in/check-out procedures. If anyone other than a listed parent or guardian attempts to check out a child, contact the parent for approval before releasing the child
- **Lunch Supervision:** Ensure students are always supervised during lunch. Never leave children unattended.

Camp Pro Tips

- **Check-In:** Welcome students, have them check in, put on name tags, and direct them to their studio. Students may enter classrooms 10 minutes before camp; otherwise, have them wait in the lobby. Provide simple lobby activities (books, games, drawing paper).
- **Class Changes:** If requested, students from different age groups can transfer into the same class as their sibling or friend, if space allows. Typically move older students down. Update the class roster, create a new name tag, and walk the student to the new classroom. Inform the teacher and help set up a place for the new student as needed.
- **Late Students:** Walk late students to their classroom and introduce them to the teacher and help them get settled.
- **Class Rolls:** After check-in is complete, take the class rolls from the lobby and place them in each classroom.
- **Studio Culture:** Set a positive, welcoming tone. Your attitude shapes the experience for both students and staff.

Weekly Camp Tasks

Sunday

- Split class rolls (if needed)
- Review student medical needs and photo permissions

Monday

- Print class rolls (Sunday night or Monday morning)
- Print student name tags
- Call parents by 9:20 AM for any no-shows
- Ensure Assistant Teacher Responsibilities are posted in each classroom as a guide

Wednesday

- Send reminder email to parents with instructions for next week's camps
- Send teacher/assistant teacher a reminder email (10 days prior to when they are scheduled to teach) Receive confirmation back from the teacher that they are ready to teach. Ask them to submit their camp lesson plans projects prior to the start of camp so you know they are prepared. Provide feedback on lesson plans as needed. Provide teachers with the following information:

Camp title & description

Age group of students

Expected number of students on their camp roster

- Create staff schedules (every 2 weeks)
- Check supplies and place orders
- Verify website accuracy to make sure Jackrabbit matches the website

Thursday

- Distribute camp coupons to encourage students to attend another camp or class
- Email students about clay/ceramics pick-up
- Confirm vendors (e.g., animal camp)

Friday

- Distribute camp t-shirts (or Thursday if needed)
- Ensure students take home all artwork and personal belongings
- Tidy and clean studio
- Complete inventory
- Clean and dry watercolor palettes/ refill as needed
- Restock paints, paper, canvases, and all supplies
- Schedule cleaning crew (after 4:30 PM) to make sure the studio is clean for Saturday morning classes and parties