



Pre-Camp Parent Communication Checklist

Here are the important pieces of communication you want to give parents in your church before you ever leave for camp.

- Dates of Camp.
- Drop Off and Pick Up Times for the beginning and end of Camp.
- Information about Forms needed such as Medical Release Forms.
- Camp Schedule along with a Packing List of what they need to bring.
- Physical Address of the Camp Site.
- Phone Number of the Camp Site.
- Phone Number where they can reach you.
- Name of Bus Company that will be driving the group.
- Credentials of the Bus Company such as if they are licensed, bonded, insured, etc.
- If possible, go to Camp Site and film a video of the layout of the camp. Especially the lodging areas, so that parents can have an understanding where students will be sleeping.
- Name and job description of Camp Nurse.
- Information about how to check in medicine with Camp Nurse.
- List of Adult Counselors going to camp. Also include the ratio of adults to students going to camp such as there will be 1 adult for every 5 students.
- Process by which you insure Adult Counselors are screened and recruited. This is where you explain that they are background checked and interviewed prior to camp.
- Explanation of any discipline policy by which you decide to send a student home from camp. This is very important to give to parents ahead of time.
- Prayer Request for the week of Camp.
- The information hub where parents can go to interact with Camp by viewing pictures, videos, and worship services.