

Chapter 4: Attendance

Daily Attendance

Purpose

Attendance is taken at camp in order to identify adults and campers who are at camp on a daily basis. This information is essential in case of emergencies and in order to properly account for all riders on the buses.

Camper Attendance

Unit Leaders are asked to pick up an attendance sheet every morning from their “mailbox” at the Staff Table. Once you’ve gathered your campers together in the parking lot following the flag ceremony, take attendance by placing a “ ” mark for present campers and the letter “A” for absent campers. Return the completed attendance sheet to the folder marked “Attendance” in the file box at the Staff Table before heading to your unit. Remember to duplicate this attendance information on your unit copy and keep it with you at all times. (This form may also be used to keep track of other useful information.)

Adult Attendance

Unit Leader attendance is also taken daily on the Unit Attendance roster. Place a “ ” mark for present leaders and the letter “A” for absent leaders. (If you only have one leader present for a particular day, notify the staff table immediately.)

Program and Administrative Staff will record their attendance on the Daily Staff Attendance Roster located at the Staff Table. Staff members present at camp for the day will be identified by placing their initials after their names. Absent Program and Administrative Staff will be identified by a blank next to their names.

Late Arrivals

Campers arriving late to camp must be checked in at the Staff Table. If campers arrive at your unit after you have turned in your attendance roster, make sure they checked in at the staff table first. If they haven’t, send them to the staff table with an aide to report that they are at camp. Also, any staff who typically ride the bus to and from camp should check in at the staff table if they come by car on a particular day.

Early Dismissals

Campers leaving before the end of the day must be signed out by an authorized adult at the Staff Table. **Under no circumstances should parents/adult representatives be allowed to remove a camper from camp without first checking out at the Staff Table.** This encompasses campers whose typical transportation to and from camp is by bus. If parents show up at your unit to take a camper home, escort them and their camper to the Staff Table where they will properly sign their camper out. If a camper is aware that they will be picked up at a particular time, you may send them to the staff table to wait for their adult to arrive. Typically, an adult will go to the staff table to sign-out their camper and an aide will be sent to collect the camper and bring her back to their adult. Also, if any staff who typically ride the bus chooses to take a ride home by car, they should also check out at the staff table.

Taking Attendance During a Fire Drill

There will be a fire drill on the first day of camp (and on the afternoon of the overnight). In addition, a fire drill may be called at any time.

A fire drill is signaled by 3 short blasts of a car horn. The blasts will be repeated and relayed down to the Meadow area. Have your campers meet in the Meadow, near the bridge to the Greer Road exit. Pixies may be picked up and carried. EVERYONE is to participate. **Unit Leaders will take roll once the unit has arrived and report attendance to their designated area representative.**

Aides must check in with the Aides Unit Leader before re-joining their assigned unit to assist with camper supervision.

Program and Administrative Staff must check in with the Day Camp Manager.

The Day Camp Manager is responsible for bringing along the "Hike Sign Out Book" in order to account for any unit that is currently off site.

Everyone will remain in the gathering area until all campers and staff have been accounted for.