DAY OF CAMP REGISTRATION PROCESS

Welcome/Administration Station

Supplies Needed:
- Tables/Chairs
- Pens/Sharpies/Envelopes/Paper Clips/Post-it Notes
- Camper check-in lists – cabin list by camper last name
- Registration Stations cards – one per camper, to be stamped at each station
- Opening Day schedules
- Receipts/charge slips/Campership materials – as needed based on camp policies

Procedure:
1. Greet campers and parent(s).
2. Check name off list.
3. Issue a Registration Stations card and explain its use.
   a) As Camper completes each station, camp staff will stamp their card.
   b) Cards will be collected by camp staff as the camper exits the registration process.
   c) Based on the color or label on their card, the appropriate staff member will direct them to their
      cabin/group.
4. Money
   a) Camp fees – collect any outstanding fees.
   b) Camper’s spending money should be collected by cabin counselor.

Health Care Station

Supplies Needed:
- Tables/Chairs
- Pens (red, green, black)/Sharpies/Envelopes/Paper Clips/Post-it Notes
- Paper bags for medication
- Cabin list – by last name of camper
- Campers’ charts (ample camper labels)
- Extra pre-camp parent/camper forms
- Polaroid camera (for charts without camper photo)
- Stamper marker – for Registration Stations cards

Procedure:
1. Pull camper’s chart.
   a) Address any questions or open items from initial chart reviews.
   b) Indicate results in accordance with Chart Documentation protocol.
   c) Inquire about medication changes or inconsistencies in med plans reported on registration
      materials (parent vs. provider). If applicable, complete Medication Change form and add to
      camper chart.
   d) Collect medication; place in a paper bag and seal with a camper label.
   e) Verify forms are signed.
   f) If chart is missing camper photo, take a Polaroid and add to camper chart.
   g) Ask about any recent illness. Document as necessary in camper chart.
      - If yes, check “Proceed to Doctor Station” on the registration stations card.
      - If no, check “Skip Doctor Station and Proceed to Head Check Station” on the registration
         stations card.
DAY OF CAMP REGISTRATION PROCESS

Doctor’s Station

Supplies Needed:
- Tables/Chairs
- Stamper marker – for Registration Stations cards
- Stethoscope
- Pen and Paper
- Otoscope
- Tongue Blades
- Gloves (L and XL)
- Peak Flow Meter with mouth pieces
- Thermometer
- Peak Flow chart/nomogram
- Scale for weights
- Asthma Camp Medical History and Physical Examination form
- Height measure
- Camper Progress Notes form
- Thermometer

Procedure:
1. Assess camper condition. All campers with communicable illnesses MUST GO HOME!
2. Write any new orders on a Camper Progress Notes form.
3. When done, send camper to the Head Check Station.

Head Check Station

Supplies Needed:
- Disposable gloves (L and XL)
- Lice policy handouts
- High-intensity light (Miner’s light)
- Stamper marker – for Registration Stations cards

Procedure:
1. Check each camper’s head for lice.
2. If lice are found, review policy with parent/guardian.
3. When done, send camper to Camper Code of Conduct Review Station.

Camper Code of Conduct Review Station

Supplies Needed:
- Copies of Camper Code of Conduct policy
- Stamper marker – for Registration Stations cards

Procedure:
1. Review Camper Code of Conduct policy with camper and parent/guardian.
2. Remind the parent of the importance of attending the Parent Open House at the close of camp. Distribute reminder card.