

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.

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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	<i>Camper Progress Notes</i> form
Height measure	<i>Asthma Camp Medical History and Physical Examination</i> form

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

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.