Summer Camp Planning Checklist

Tick each step as you go. Write your camp's real dates on the lines.

January: Plan

Our camp's date: _____

- [ ] Pick the weeks you need covered
- [ ] Set a summer camp budget
- [ ] Shortlist 2 to 3 camps, plus a backup
- [ ] Check ages, hours and drop-off times
- [ ] Plan how your child gets to camp and home
- [ ] Find your city's aid and sign-up dates

February: Get ready

Our camp's date: _____

- [ ] Apply for financial aid, if you need it
- [ ] Check whether your city needs a recreation account or card
- [ ] Log in to the sign-up site and test your password
- [ ] Gather any documents your camp lists

March to April: Register

Our camp's date: _____

- [ ] Set two reminders for opening day and time
- [ ] Register and pay any deposit
- [ ] Join a waiting list if your first choice is full
- [ ] Save confirmations and the refund policy

May: Forms

Our camp's date: _____

- [ ] Fill in the camp's forms (use the tracker on page 2)
- [ ] Ask how the camp handles medicine
- [ ] Ask how pick-up works; tell pick-up adults to bring ID

June: The week before camp

Our camp's date: _____

- [ ] Go to orientation or read the parent handbook
- [ ] Label everything and pack (use our packing list)
- [ ] Fill in "Camp at a glance" on page 2

Dates change every year. Always check your camp's official page.

Camp Forms Tracker

Ask your camp which forms it needs and by when. Fill this in by hand.

Form	Due date	Done	Notes
Emergency contacts		☐	
Authorized pick-up list		☐	
Health or immunization record		☐	
Medication authorization		☐	
Allergy or action plan		☐	
Photo or media consent		☐	
Swim level or swim test		☐	
Field trip or other permission		☐	
Other: _____		☐	
Other: _____		☐	

Camp at a glance

Camp name: _____

Camp phone: _____

Main contact at camp: _____

Weeks booked: _____

Drop-off / pick-up times: _____

Drop-off spot: _____

Before / after care: _____

First day / last day: _____

Filled in on paper only. Nothing on this page is collected or sent online.