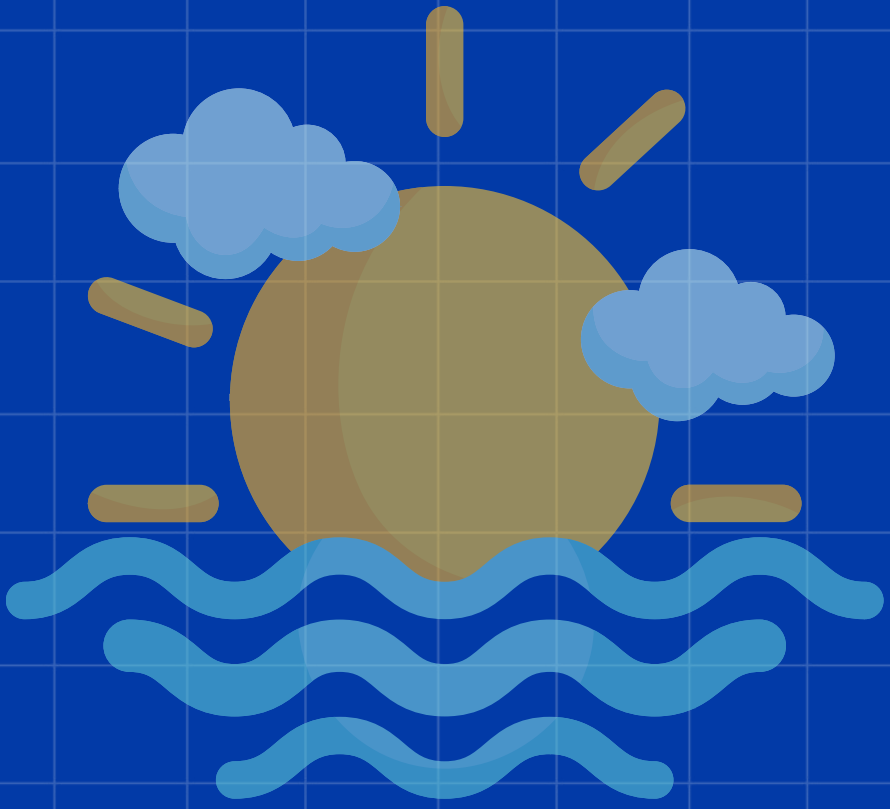


Summer Camp Welcome Packet

(Customizable doc with daily schedule, packing list, rules, contact info.)





Summer Camp Welcome Packet



A customizable parent communication template for summer camps, activity centers, recreation programs, enrichment providers, and youth-focused businesses.

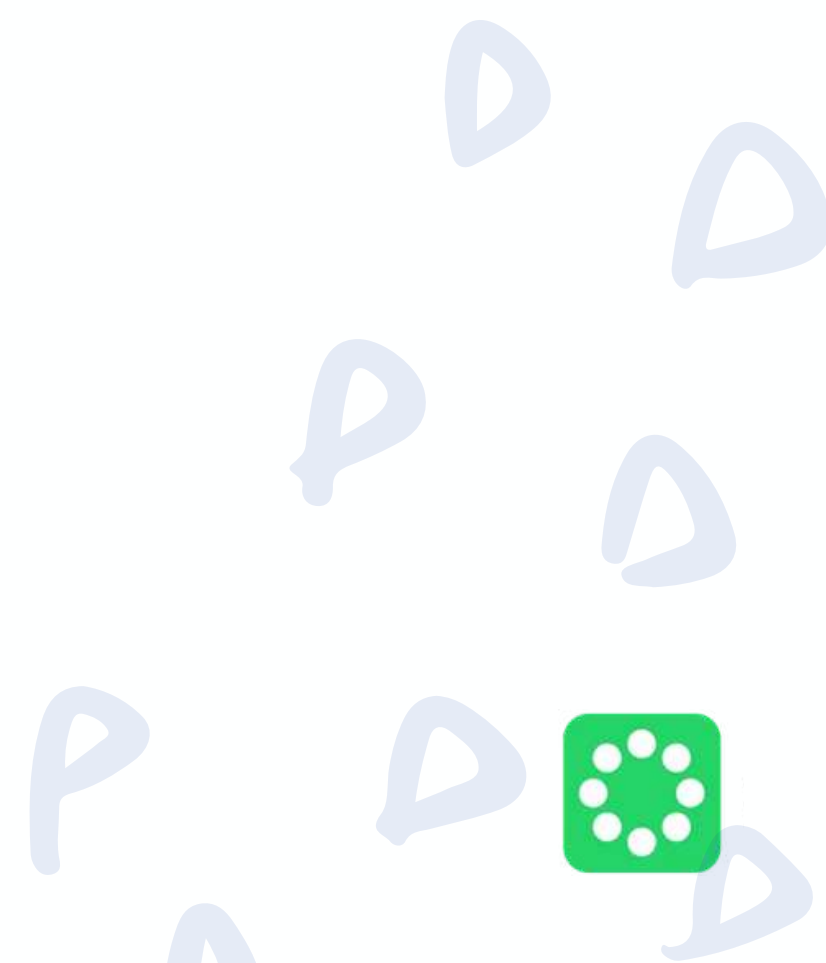
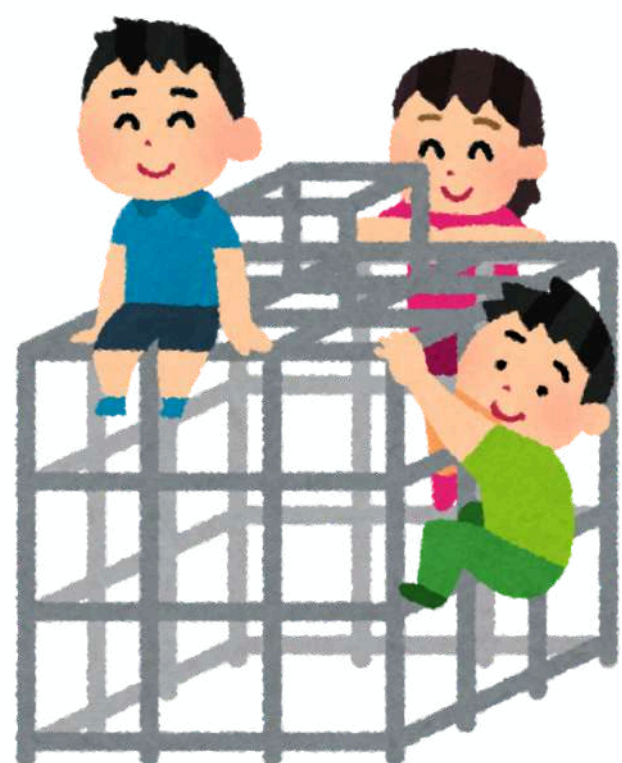
Preface

Congratulations! You are one step ahead of creating a smoother, safer, and more organized camp experience for your families.

Running a summer camp takes more than planning fun activities. Parents need clarity, staff need consistency, and campers need a safe environment where they know what to expect. This welcome packet is designed to help you bring all of that together in one simple, customizable document.

Use this resource to share key camp information with parents before the first day, including your schedule, packing list, rules, drop-off and pick-up procedures, health policies, emergency contact details, and required forms.

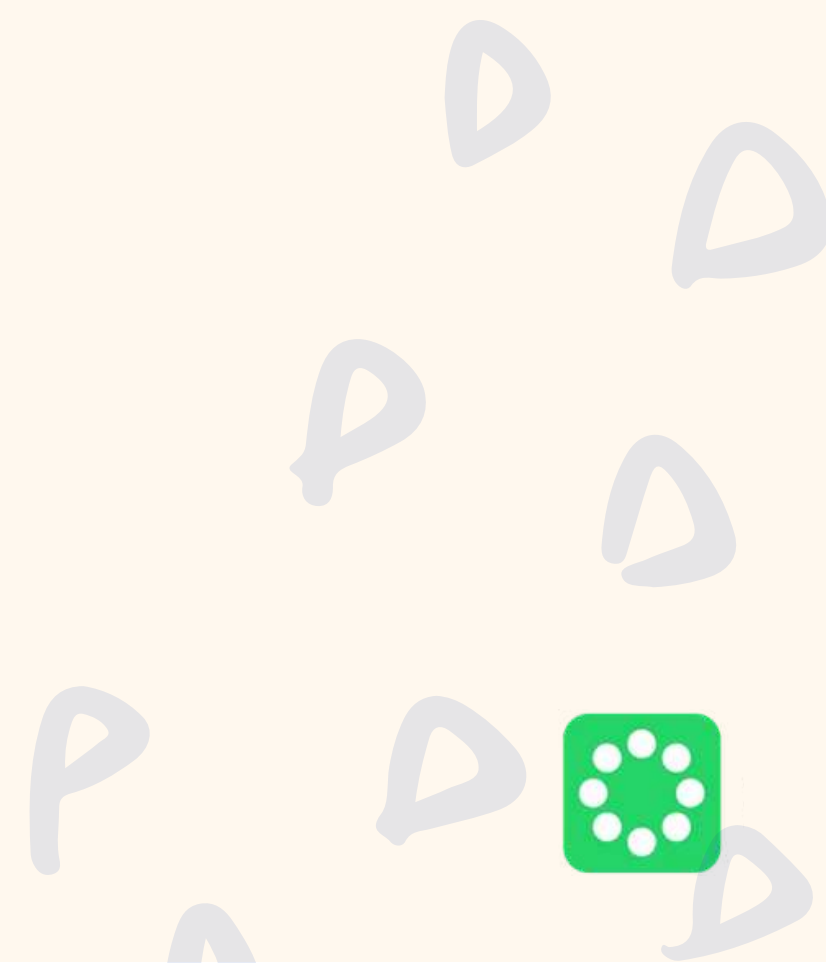
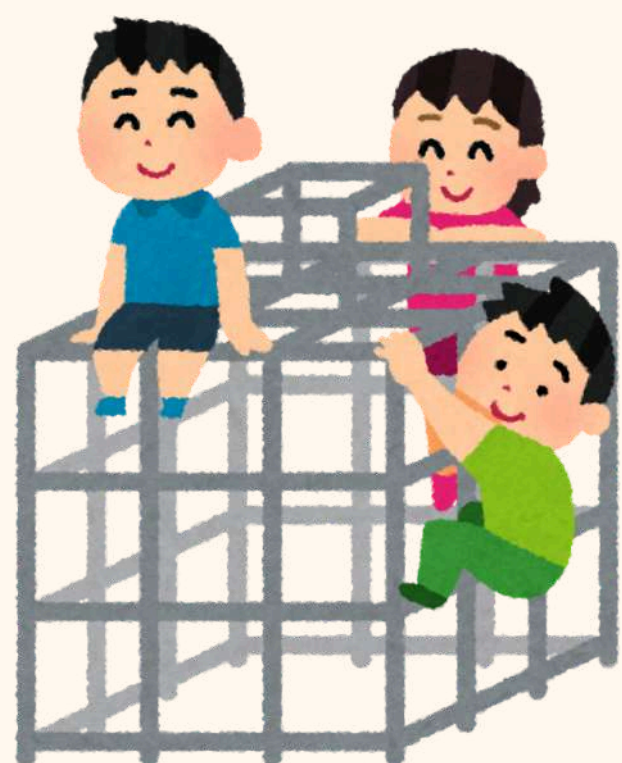
You can customize this packet for day camps, sports camps, art camps, STEM camps, outdoor programs, school holiday camps, or any children's activity program.

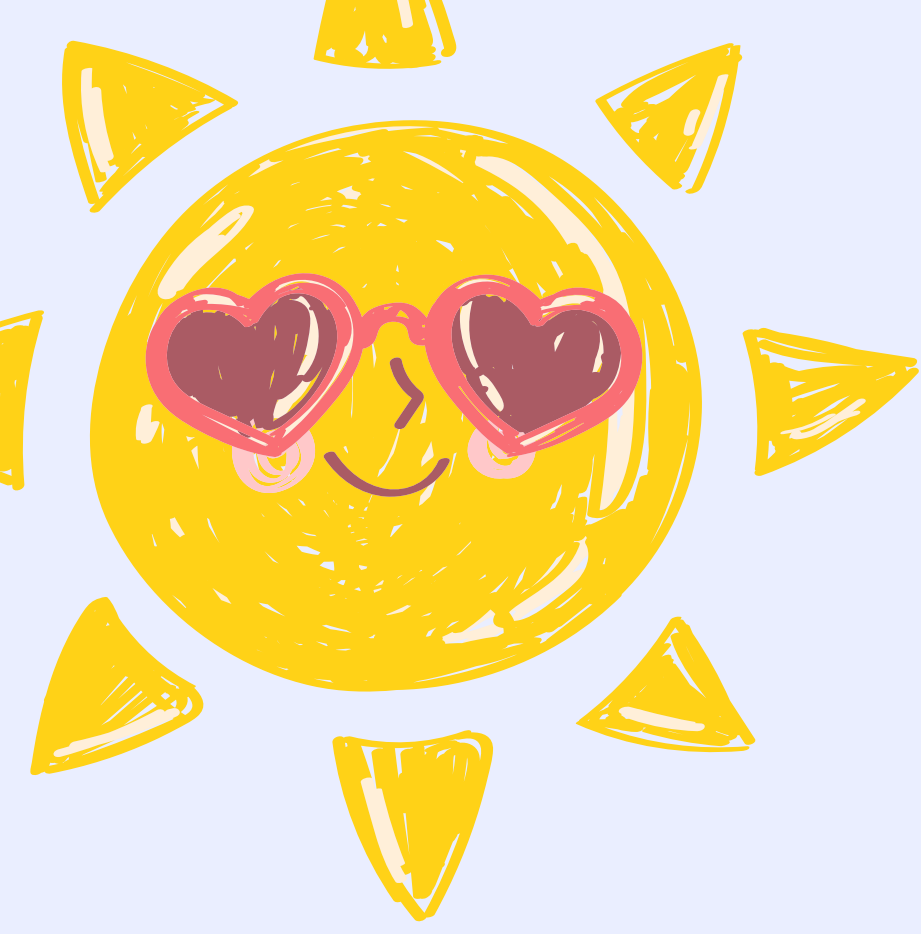




Summer Camp Welcome Packet

- Camp Name: [Your Camp Name]
- Camp Dates: [Start Date] – [End Date]
- Camp Hours: [Start Time] – [End Time]
- Location: [Camp Address]
- Ages/Grades: [Age Range or Grade Level]
- Camp Director: [Name]
- Contact Email: [Email Address]
- Phone Number: [Phone Number]
- Emergency Contact: [Emergency Phone Number]





Summer Camp Welcome Packet



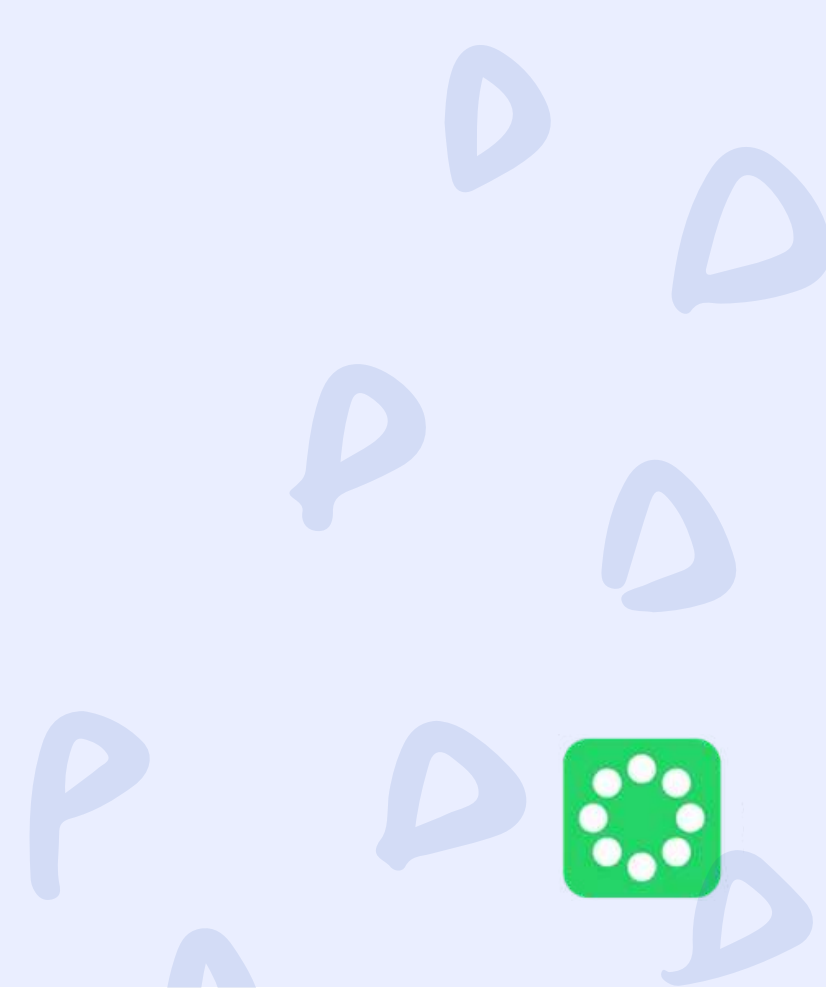
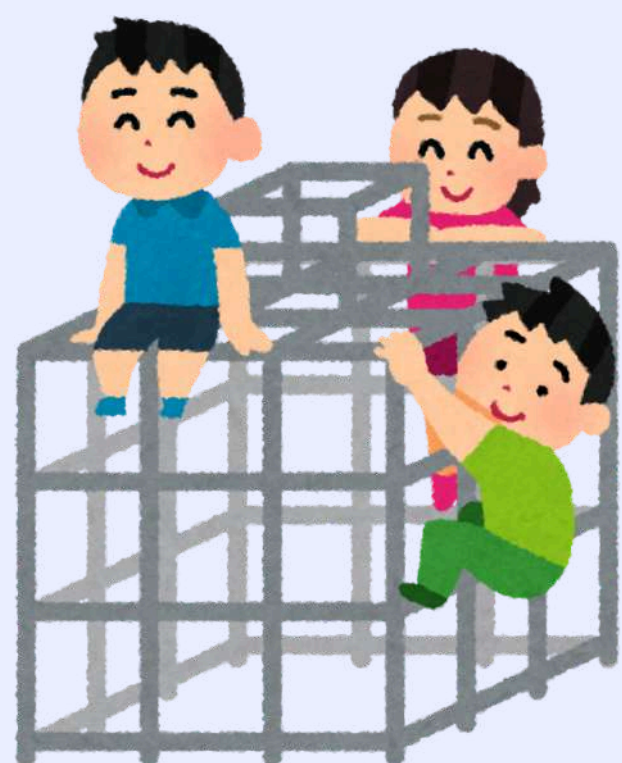
Welcome to Camp!

We are so excited to welcome your child to [Camp Name]!

Our goal is to create a fun, safe, and memorable summer experience where campers can make new friends, try new activities, build confidence, and enjoy each day.

This welcome packet includes everything you need to know before camp begins, including our daily schedule, what to pack, camp rules, drop-off and pick-up procedures, and important contact information.

Please review this packet carefully and keep it handy throughout the camp session.





Camp Overview

At [Camp Name], campers will participate in a variety of age-appropriate activities designed to encourage creativity, teamwork, movement, and fun.

Camp activities may include:

- Arts and crafts
- Outdoor games
- Team challenges
- Sports and fitness activities
- Music, dance, or drama
- Nature activities
- Water play or swim time, if applicable
- Theme days
- Group projects
- Quiet time and reflection

Camp Theme: [Optional Theme, such as Adventure Week, Creative Arts, Sports Camp, STEM Camp, etc.]



Experience seamless operational experience with [Omnify_kids'](#)
[activity management software](#)

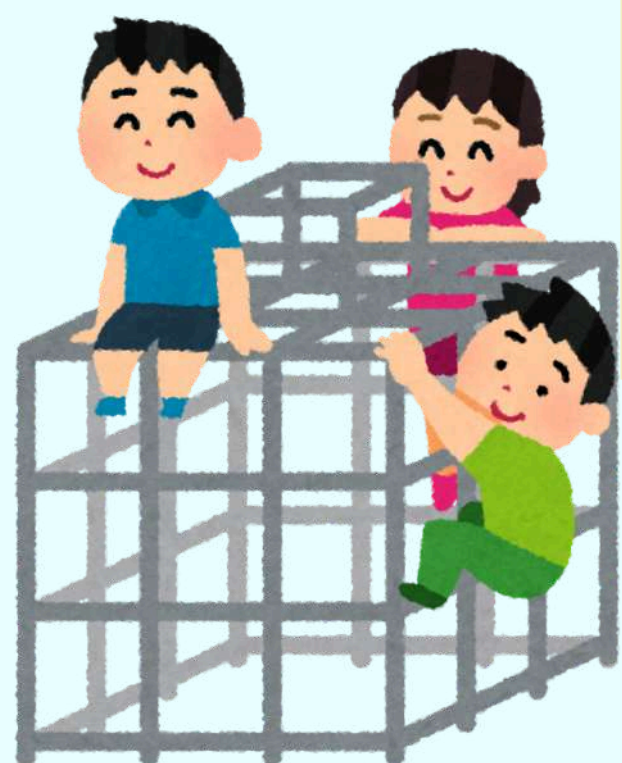




Sample Daily Schedule Time Activity

Time	Activity	Notes
[8:30 AM – 9:00 AM]	Camper Arrival and Check-In	
[9:00 AM – 9:30 AM]	Morning Welcome and Group Activity	
[9:30 AM – 10:30 AM]	Activity Block 1	
[10:30 AM – 10:45 AM]	Snack Break	
[10:45 AM – 11:45 AM]	Activity Block 2	
[11:45 AM – 12:30 PM]	Lunch	
[12:30 PM – 1:00 PM]	Quiet Time / Story / Rest	
[1:00 PM – 2:00 PM]	Activity Block 3	
[2:00 PM – 2:15 PM]	Snack / Water Break	
[2:15 PM – 3:15 PM]	Outdoor Play / Group Game	
[3:15 PM – 3:45 PM]	Wrap-Up Activity	
[3:45 PM – 4:00 PM]	Pick-Up	

Note: Schedule may change based on weather, special events, camper needs, or planned activities.





What to Pack Each Day

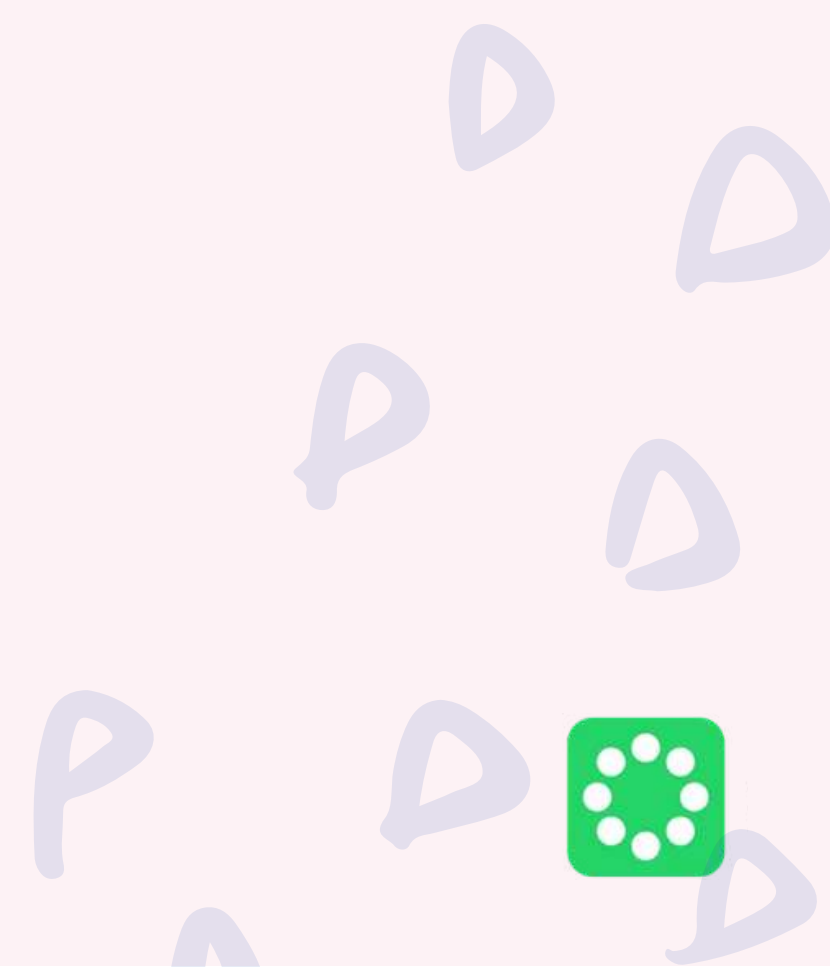
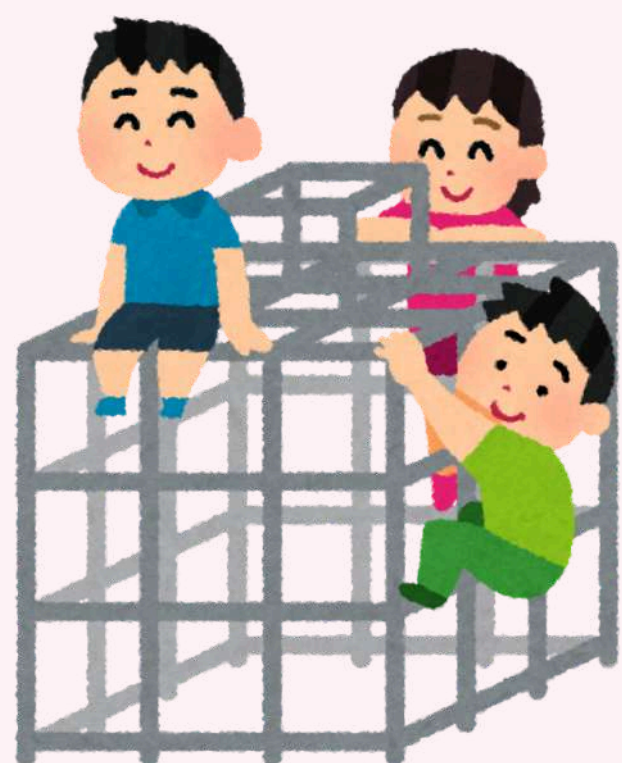
Please label all belongings with your child's name.

Required Items

- Backpack or tote bag
- Refillable water bottle
- Healthy snack
- Lunch, if not provided by camp
- Sunscreen
- Hat or cap
- Comfortable closed-toe shoes
- Extra set of clothes
- Any required medication with instructions
- Towel and swimsuit, if water activities are planned

Optional Items

- Sunglasses
- Bug spray
- Small comfort item for younger campers
- Book or quiet activity
- Theme day items, if announced





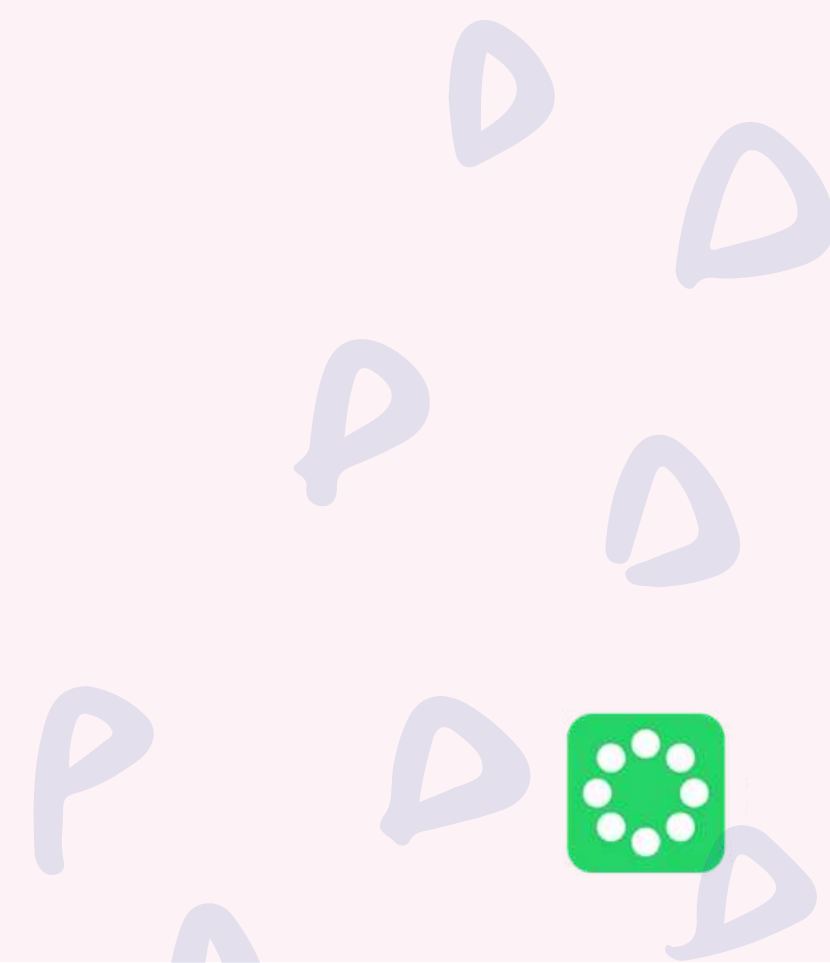
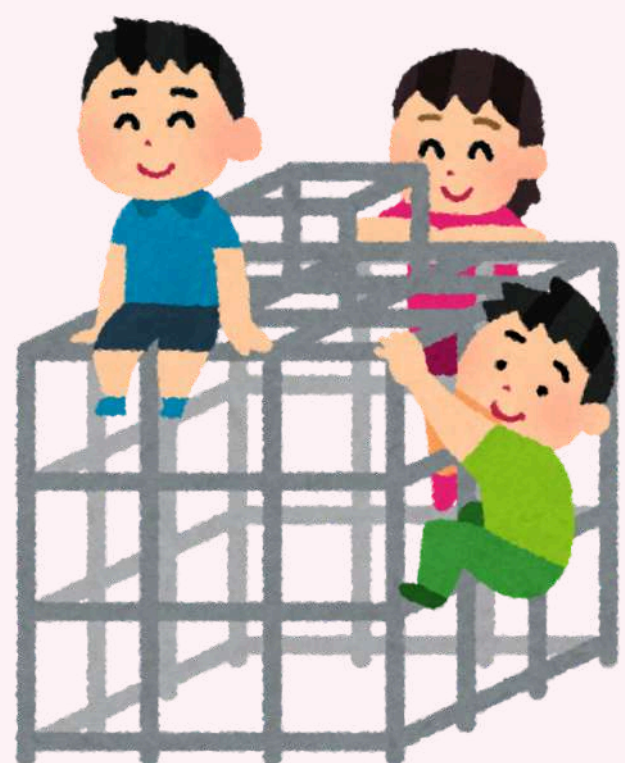
What to Pack Each Day

Please label all belongings with your child's name.

Please Do Not Bring

- Expensive toys or electronics
- Tablets or gaming devices
- Personal sports equipment unless requested
- Candy or gum
- Money unless specifically requested
- Items that may distract from camp activities

Camp is not responsible for lost, broken, or stolen personal items.





Lunch and Snack Information

Campers should bring a packed lunch and snacks each day unless otherwise noted.

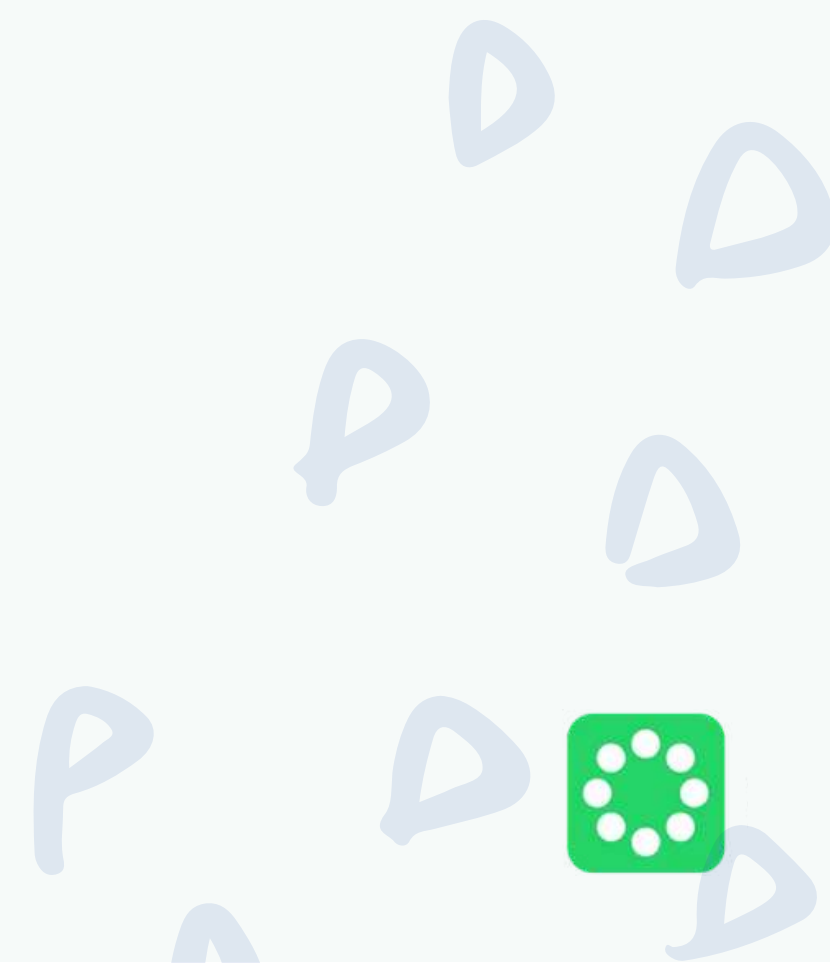
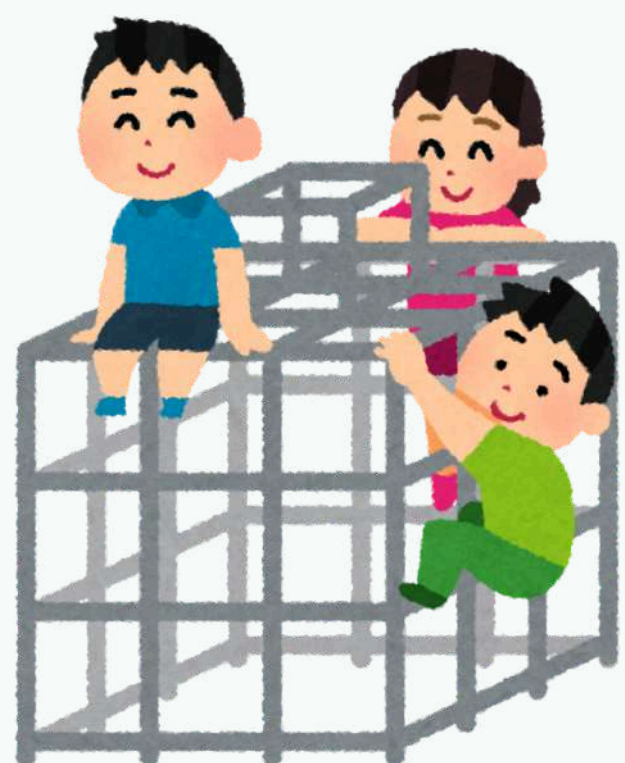
Please pack food that your child can open and eat independently. We recommend including an ice pack if items need to stay cold.

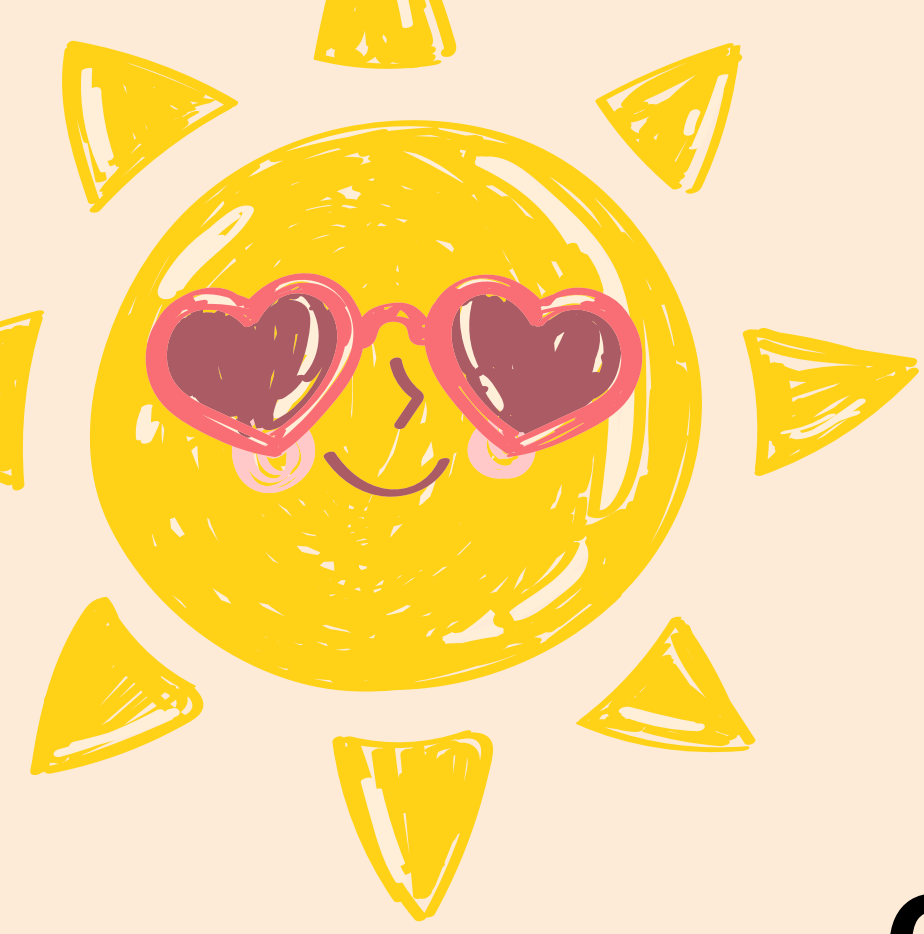
Allergy Policy: [Insert allergy policy here. Example: We are a nut-free camp. Please do not send any food containing peanuts or tree nuts.]

Lunch Provided: [Yes/No]

Snack Provided: [Yes/No]

Water Available: [Yes/No]





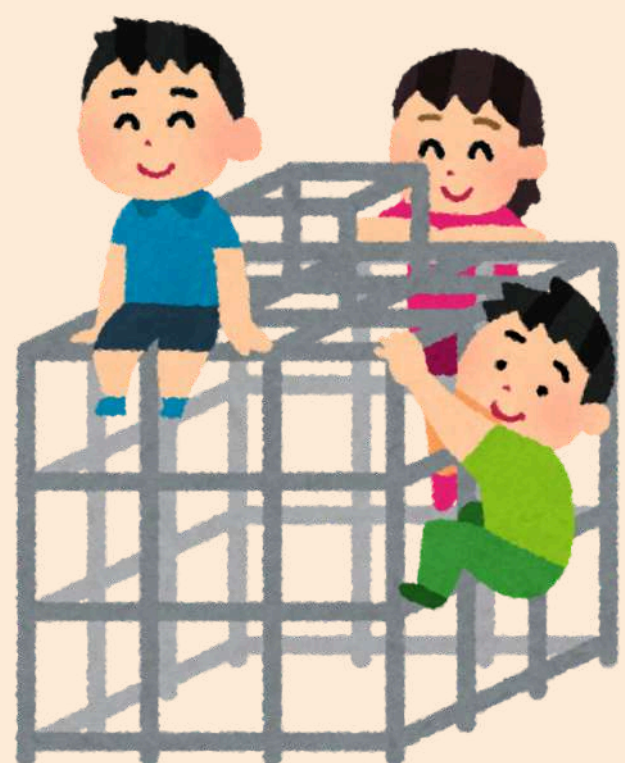
Clothing Guidelines

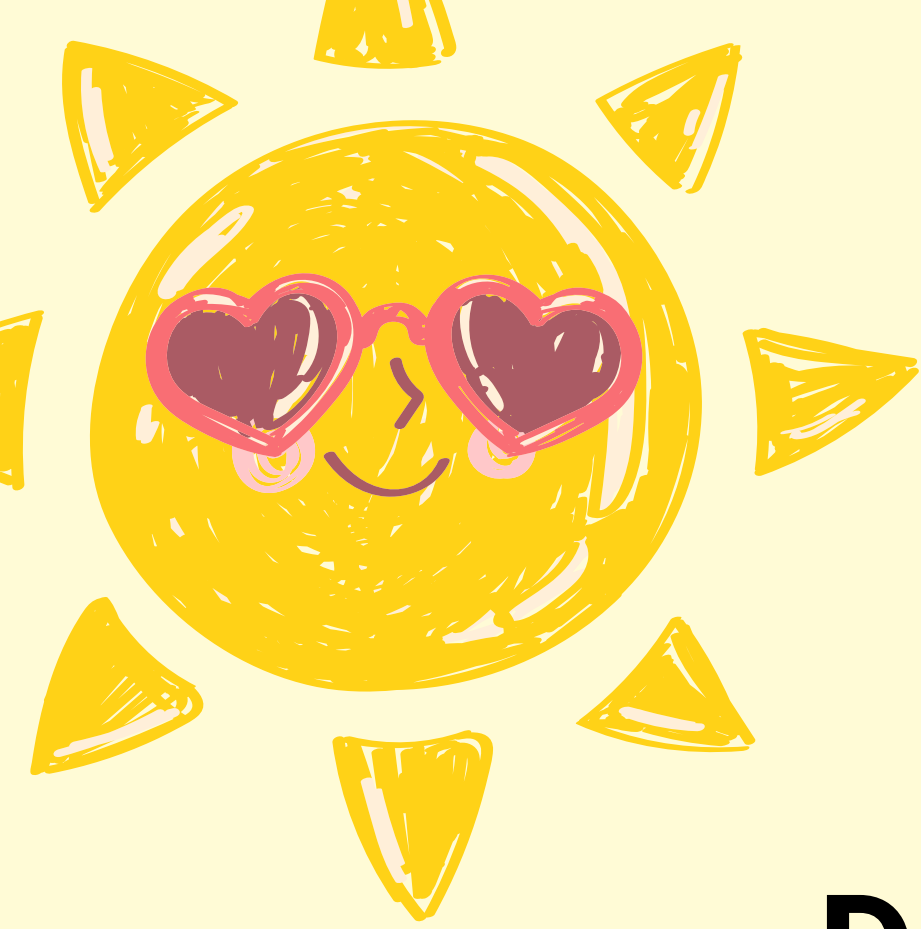
Campers should wear comfortable clothing that allows them to move, play, and participate in activities.

Recommended clothing:

- T-shirt or comfortable top
- Shorts, leggings, or athletic pants
- Closed-toe shoes
- Weather-appropriate layers
- Clothes that can get messy

Please avoid flip-flops, sandals without straps, or clothing that may be unsafe during active play.





Drop-Off and Pick-Up Procedures

Drop-Off

Drop-off begins at [Drop-Off Time] at [Drop-Off Location].

Parents/guardians should:

- Sign in their child each morning
- Notify staff of any important updates
- Make sure the camper has all required items
- Arrive on time so activities can begin smoothly

Pick-Up

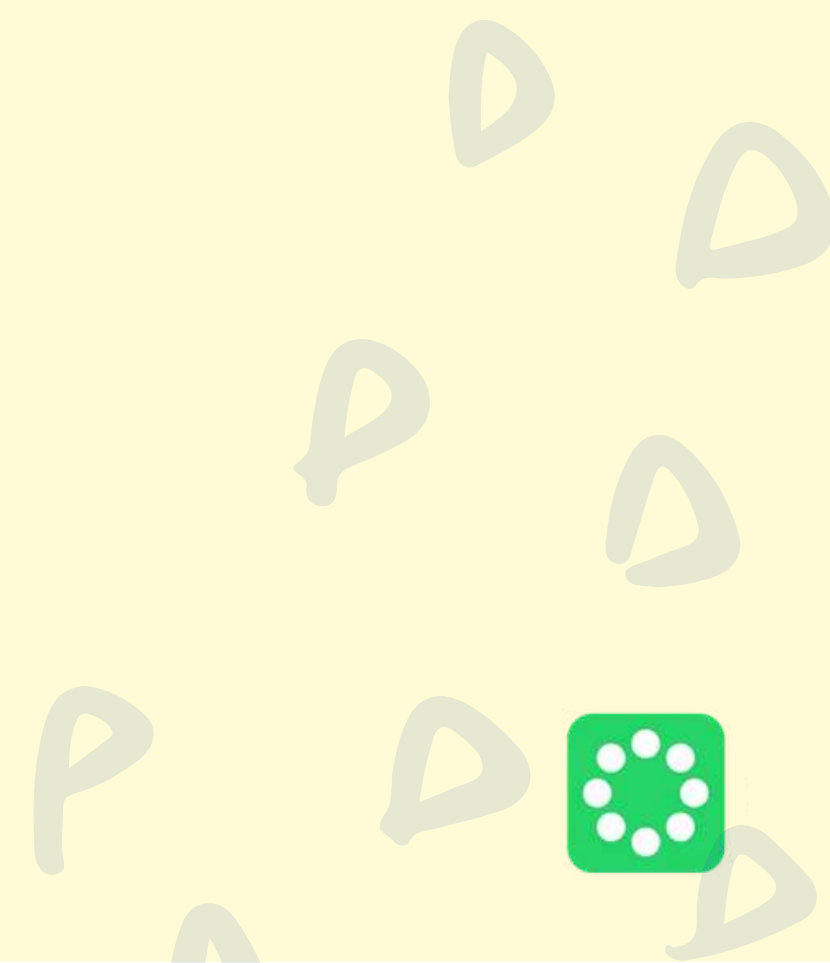
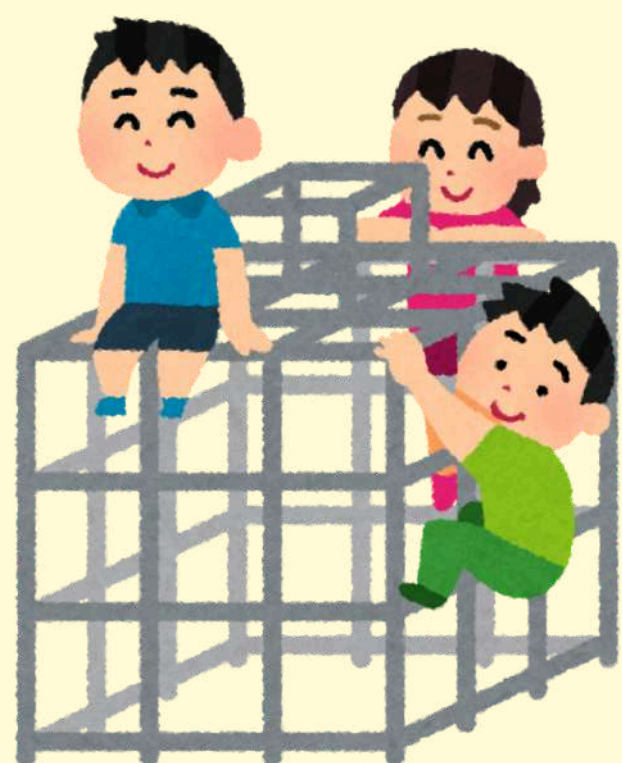
Pick-up begins at [Pick-Up Time] at [Pick-Up Location].

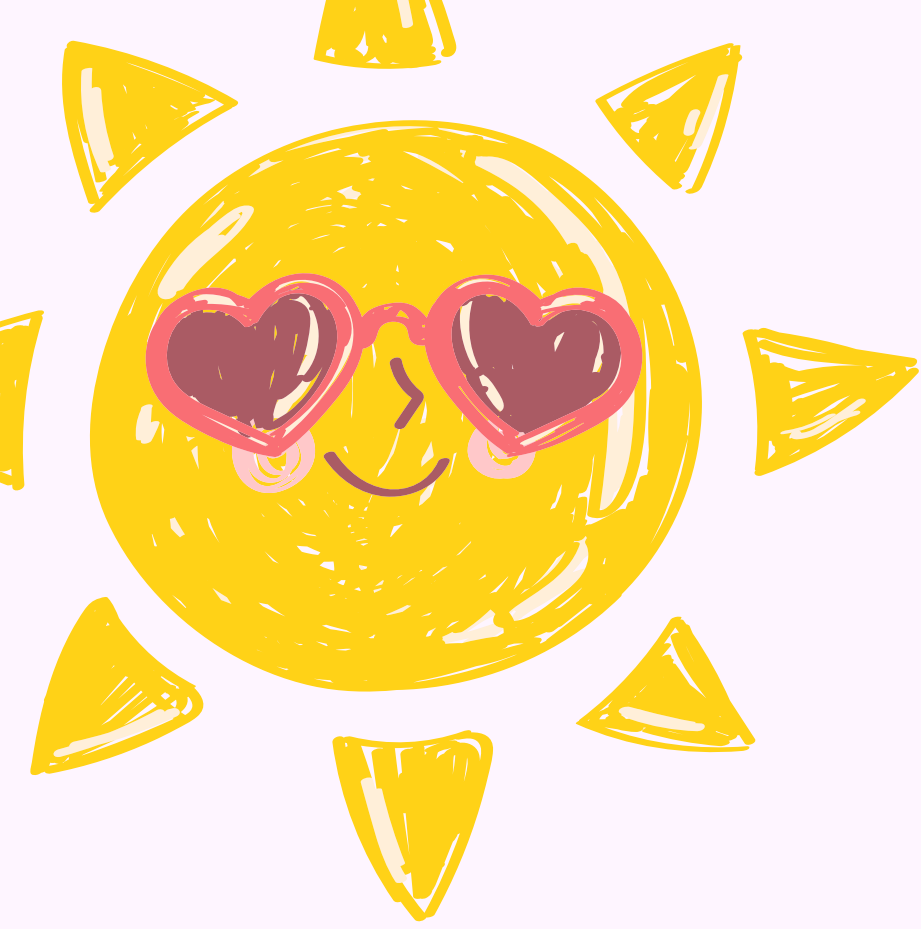
- Only authorized adults listed on the camper's form may pick up the child. Photo ID may be required.
- Please notify camp staff in advance if someone new will be picking up your child.

Late Pick-Up Policy

If you are running late, please contact us as soon as possible.

- Late pick-up policy: [Insert your policy here, such as grace period, late fee, or emergency contact process.]





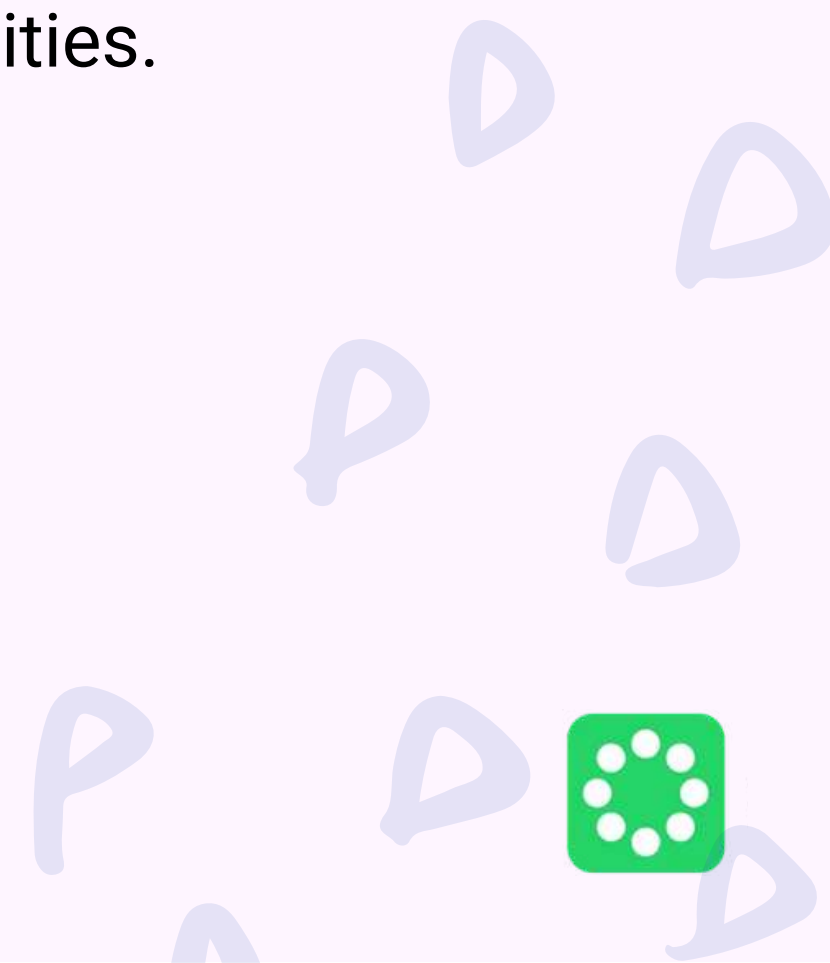
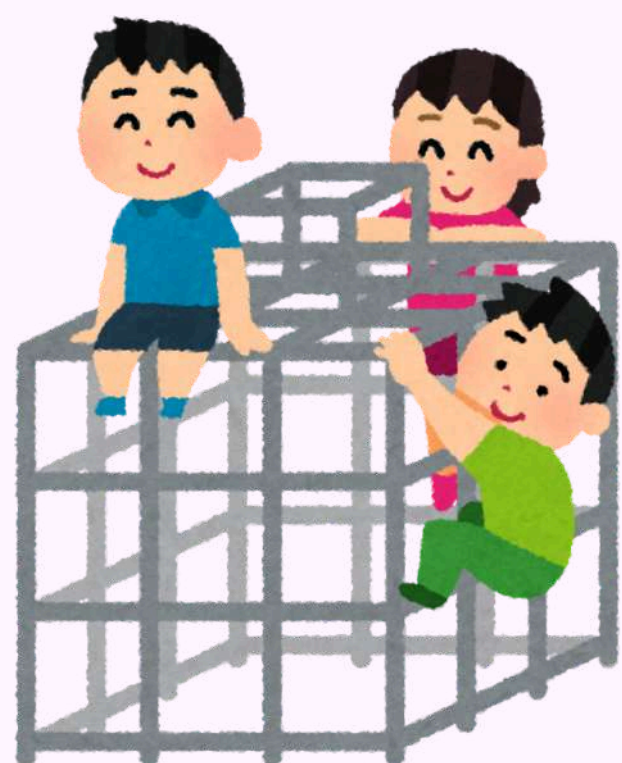
Camp Rules and Expectations

To help everyone have a safe and positive experience, campers are expected to follow these rules:

- Be kind and respectful to campers and staff.
- Listen to instructions from camp leaders.
- Stay with your group at all times.
- Use safe hands and safe words.
- Take care of camp materials and equipment.
- Include others and practice good sportsmanship.
- Ask for help when needed.
- Follow bathroom, playground, and activity area rules.
- Keep personal belongings in designated areas.
- Have fun and try your best!

Camp staff will guide campers with reminders, redirection, and age-appropriate support.

Repeated unsafe or disrespectful behavior may result in a parent/guardian meeting or removal from activities.





Health and Safety

The safety of our campers is our top priority.

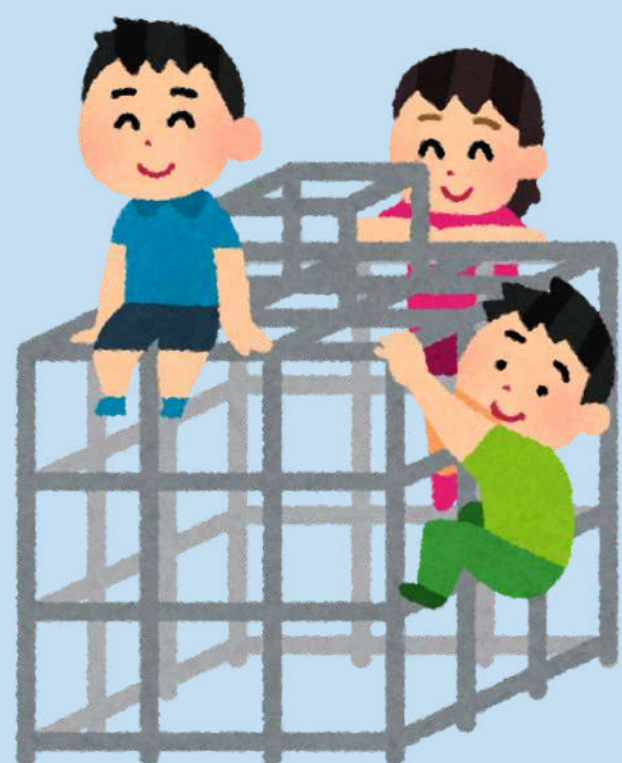
We kindly ask that you keep your child home if they are experiencing any of the following symptoms:

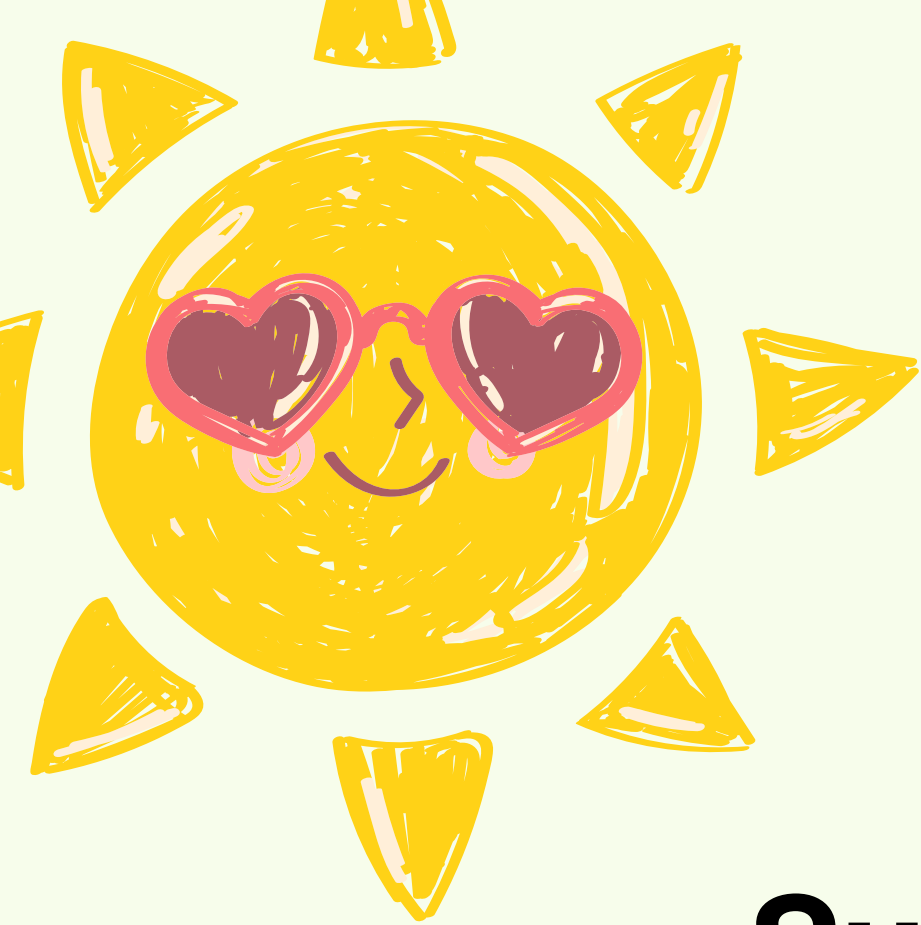
- Fever
- Vomiting
- Diarrhea
- Contagious illness
- Persistent cough
- Unexplained rash
- Any symptoms that prevent full participation

If a camper becomes sick or injured during the day, a parent/guardian will be contacted.

Medication: All medication must be provided in its original container and clearly labeled with the camper's name, dosage, and instructions.

Medication policy: [Insert medication policy here.]



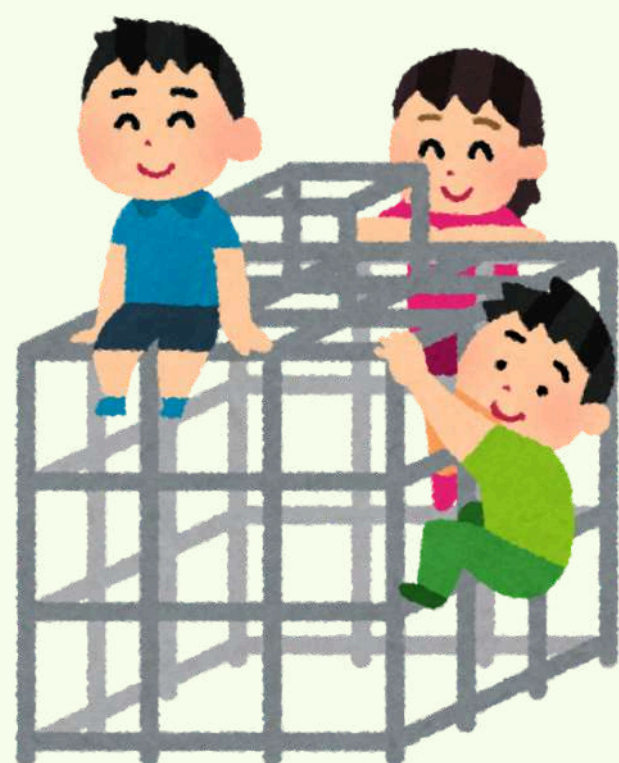


Sunscreen and Outdoor Play

Please apply sunscreen before your child arrives at camp.

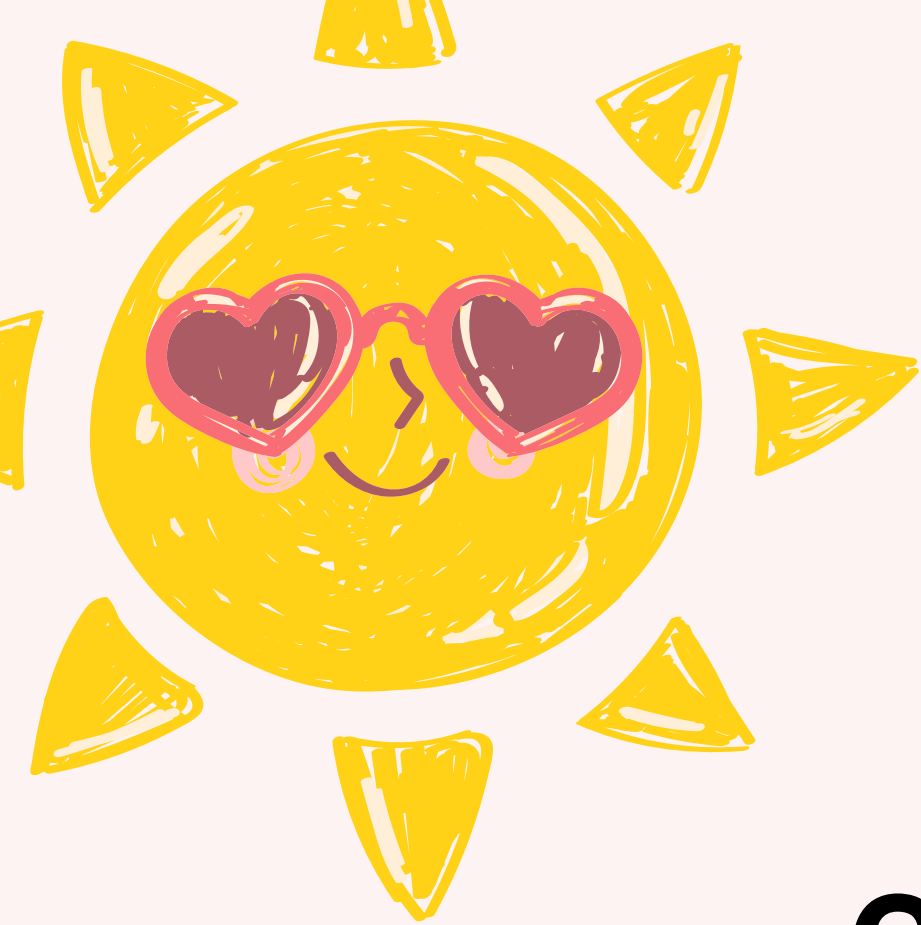
Campers may bring sunscreen labeled with their name.
Staff policy for sunscreen assistance: [Insert policy here.]

Note: Outdoor activities may be adjusted due to heat, rain, storms, or poor air quality.



Provide makeup classes for all the rescheduled classes with Omnify.





Communication with Families

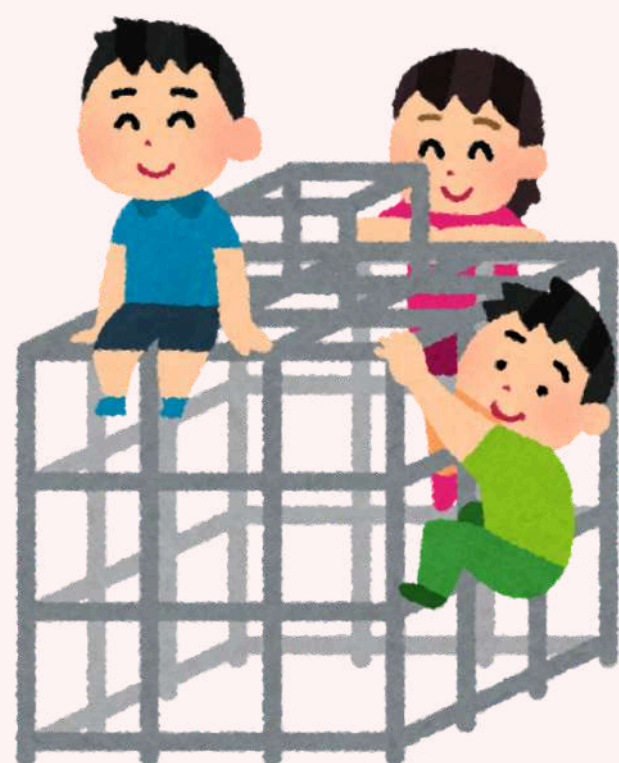
We will communicate important updates through:

- Email
- Text message
- Phone call
- Printed notices
- Parent app or online portal, if applicable

Please make sure your contact information is current and that you check messages regularly during camp.

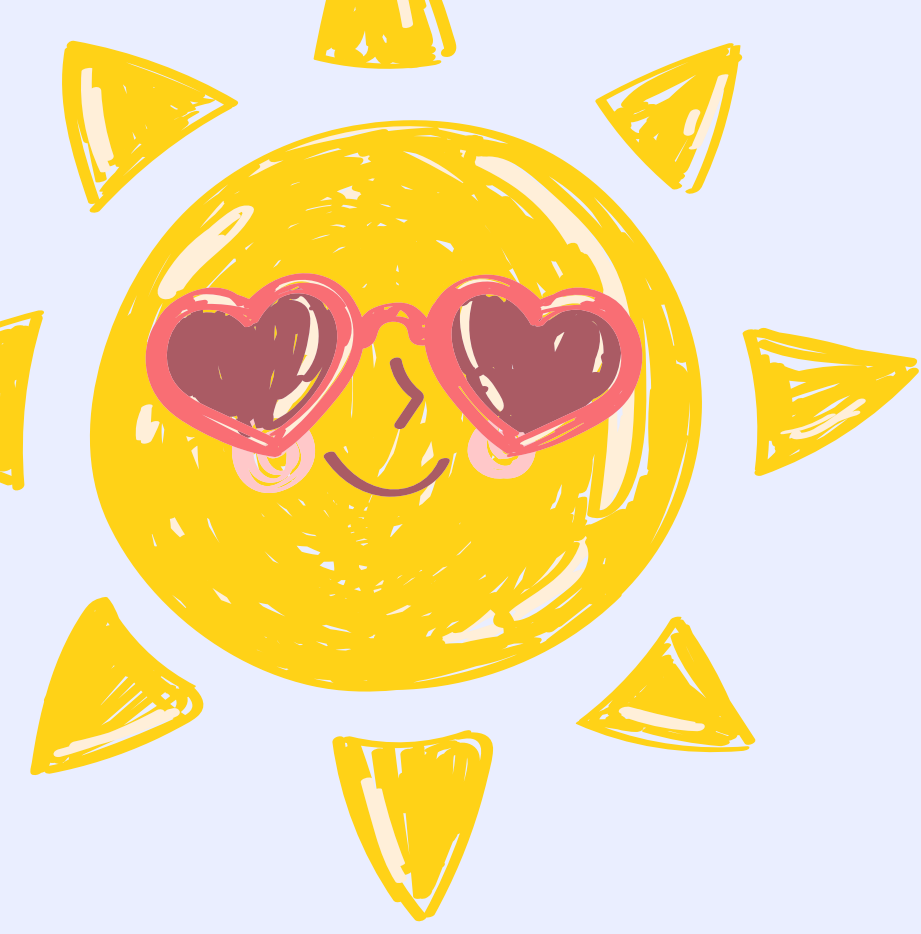
For general questions, contact:

Camp Director: [Name]
Email: [Email]
Phone: [Phone Number]
For emergencies, contact:
Emergency Phone: [Emergency Number]



Communicate with families easily with auto communications with Omnify





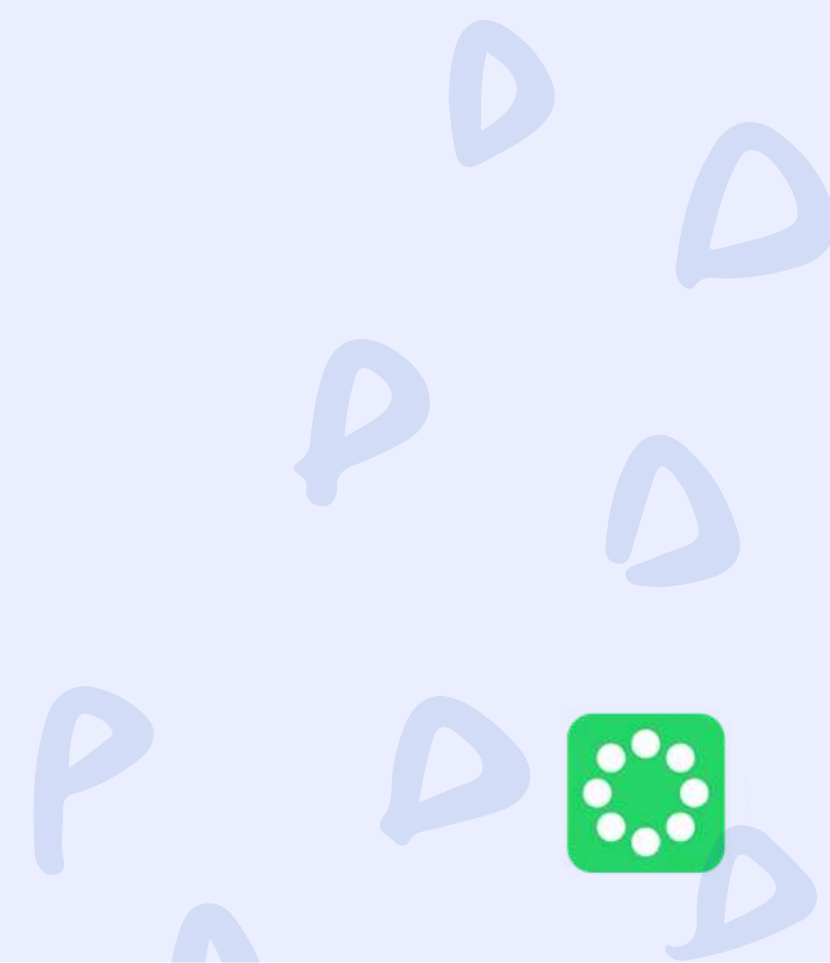
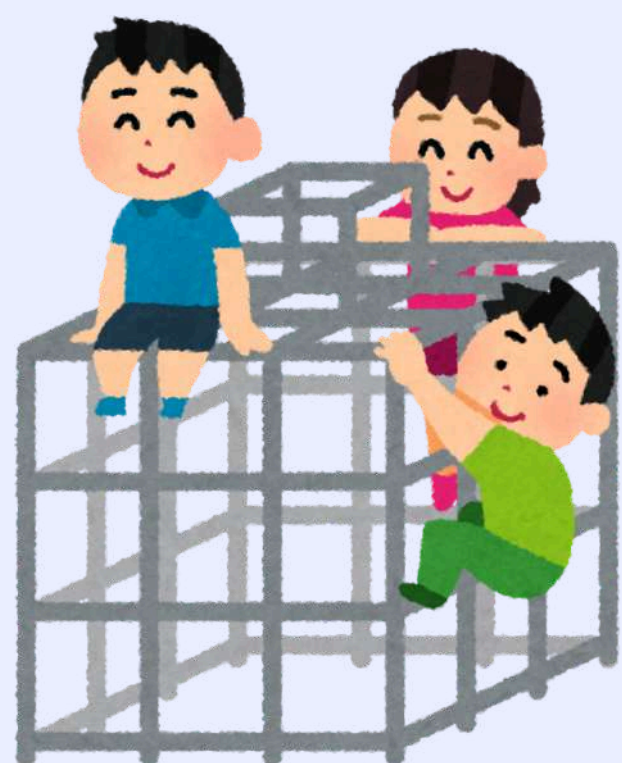
Special Theme Days

We may host special theme days throughout camp.

Examples:

- Water Play Day
- Pajama Day
- Sports Day
- Crazy Hat Day
- Talent Show Day
- Color Day
- Nature Day
- Camp Spirit Day

Theme day schedule: [Insert details here.]





Camper Information Form

Camper Name: _____

Age/Grade: _____

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

Emergency Contact: _____

Emergency Contact Phone: _____

Authorized Pick-Up People

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

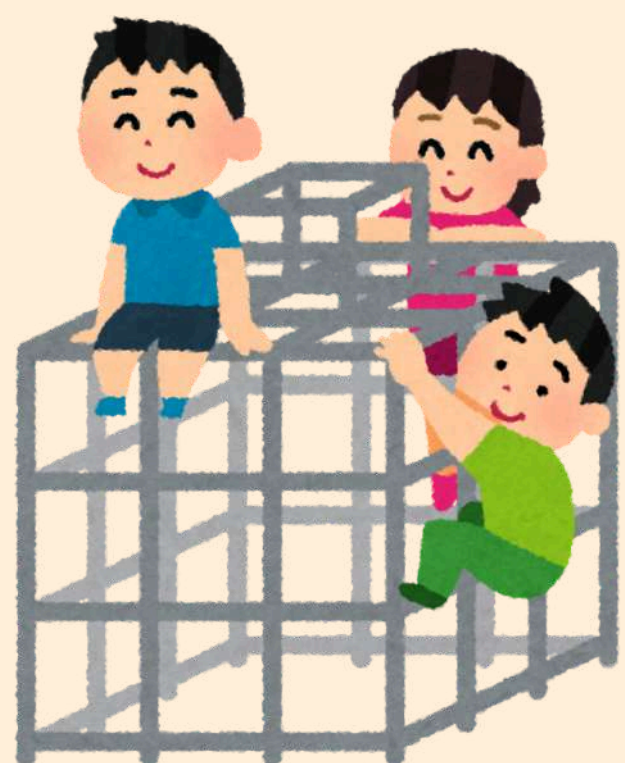
Medical Information

Allergies: _____

Medical Conditions: _____

Medications: _____

Special Notes: _____





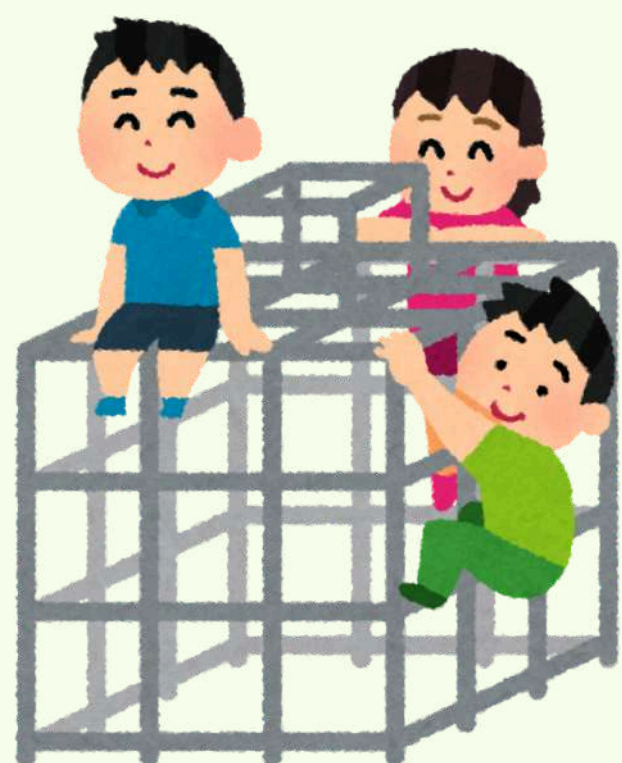
Parent/Guardian Acknowledgment

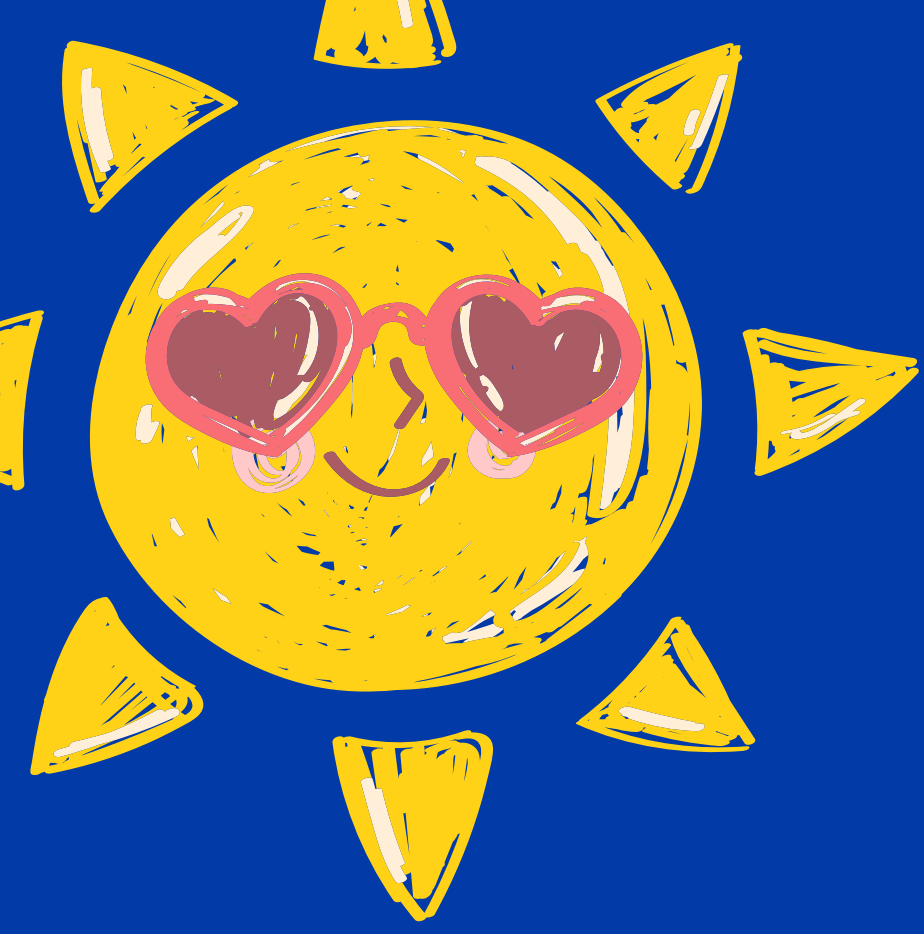
I have read and reviewed the [Camp Name] Summer Camp Welcome Packet. I understand the camp schedule, packing list, rules, health policies, and drop-off/pick-up procedures.

Parent/Guardian Name: _____
Signature: _____
Date: _____

We are looking forward to a wonderful summer filled with learning, laughter, friendship, and fun.
Thank you for choosing [Camp Name]. We can't wait to welcome your camper!

Create e-waivers easily with Omnify Kids' activity management software





Access the editable Canva template below. Simply make a copy and customize it to fit your camp's branding, schedule, and requirements -

[Customize your welcome Packet](#)

