



# Crossways Day Camp Digest

Volume 5

## Communication

### Who do I talk to?

As the summer nears there is potential for communication to get a little confusing. The Crossways staff for your Day Camp will come from our Pine Lake Camp site.

The counselors and Day Camp Coordinators will be arriving at Pine Lake over Memorial Day weekend. During our training time we will be assigning counselors and coordinators to your Day Camp. You will receive information regarding your team members as early as we have it available. This information will include gender of counselors, any pet allergies, and any food allergies or vegetarians. The information and names will be as accurate as possible. Occasionally we will need to switch counselors at the last minute. I apologize for this inconvenience in advance.

Your Summer Day Camp Coordinator will make initial contact with you 2-3 weeks before your scheduled Day Camp. At that time they will introduce themselves to you. If you have questions for your Summer Day Camp Coordinator feel free to call them at the Pine Lake Camp phone number—715.258.3813. They will be available beginning June 1st.

I am still available to talk with you as well.  
Don't hesitate to call! - erika

### Sunday Pre-Day Camp Meeting

The Pre-Day Camp meeting on Sunday evening is designed to let the counselors get acquainted with you, your facility, and with your volunteers. All adult and youth volunteers should attend this meeting.

Please schedule your meeting for **5 pm or later** on Sunday. This allows our staff to complete their contracted time off and drive to your site. Many meetings include a dinner meal. This is not required, but please let your Summer Day Camp Coordinator know ahead of time if dinner will be provided.

The meeting should include:

- A review of the daily schedule and age groups
- A review of policies—including field trip safety and your risk management plan. See your Coordinator's Handbook.
- A review and tour of your facilities—including safe boundaries for play and other safety issues.
- A review of housing—including directions to the host homes and expectations for evenings.
- Review the expectations of the Adult Volunteers and Youth Volunteers.