

CHILDREN/INFANTS POLICY AND PROGRAM COMMITTEE

Scope of Work: Monitors effectiveness of children's' and infants program and policy, identifying improvements or enhancements as needed. Provides guidance to Board, Camp Deans and Children's [Program Director] on all related issues. Crafts policy drafts under Board's direction. Develops and maintains list of highest quality children's/infants' staff, recommending potential Children's [Program Director] to Camp Deans as requested, and Children's Staff to Children's [Program Director] as requested. Scope includes babies through MAGs. (While MAGs may eventually be handled under youth programs, for now it sits here.)

Structure: At least one Board member, who may or may not serve as chair. Comprised of parents, past Children's [Program Directors], staff and teachers.

Tasks:

- Creation/maintenance of support manual.
- Come up with a plan for dealing with last minute staffing changes.
- Work on how inventory of supplies is documented and shared, create an inventory form.
- Develop better guidelines for class groupings including ages, numbers, and space.
- Improve process of transferring info from each program to next (especially July to August).

Timeline:

January:

1. Contact current committee members and others who may be interested in serving. Create committee roster.

February thru March:

1. Committee members' introductions.
2. Set committee goals.
3. Develop timeline for the year.

April thru June:

1. Discuss and develop a plan for dealing with last minute staffing changes that can be tried out at this year's summer camps.
2. Discuss how inventory is handled at each camp. Develop an inventory form and process to provide better consistency and information sharing.

3. Brainstorm ideas for better class groupings, including ages, numbers of children, and spaces.
4. Discuss ways to improve the process of transferring info from each program to the next (especially July to August).

July thru August:

1. Children's programs at the summer camps test-drive the new last minute staffing plan and inventory form and give feedback to committee.

September:

1. Reflect on and discuss how staffing and inventory plans worked at summer camps. Draft/revise statements on these to share at Sept. 29 Board meeting.
2. Begin brainstorming ideas for what should be included in support manual.

October thru December:

1. Work on development on a support manual for children's program directors.
2. Winter Children's program tries out the last minute staffing plan and inventory form and gives feedback to the committee.