

Planning is essential if your farm safety day camp is to run smoothly.

**Before setting up a schedule:**

- Determine how many different sessions will take place.
- Set the number of minutes per session. If the children are under seven, keep sessions to 10 – 15 minutes. As children get older, their attention span increases so sessions can expand to 20 – 30 minutes. Allow time to move between presentation stations.
- Estimate time for lunch and breaks.
- Set aside time for opening and closing remarks.

Opening remarks help all participants together to create excitement for the day, review the rules, give an overview of the day, take a group photo, etc. Keep your opening session short so the participants don't get bored.

Closing remarks at the end of the day allow you to **hand out evaluations**, give out door prizes, thank presenters/volunteers, review key messages learned throughout the day and hand out take-home bags.

A sample agenda and schedule are provided on the following pages.

### Tip

If registration is from 9 – 9:30 a.m., tell your presenters you start at 9 a.m. to ensure they are set up and ready in time and alleviate last minute arrivals.

### Tip

If stations are close to each other, noise can be a problem. Separate stations as far as possible or provide barriers between noisy stations.

### Tip

If lunch is served during the day, plan sessions around the time required to eat. Rotating lunch can alleviate the wait if you have many participants.

Teepee Creek Farm Safety Day Camp Agenda  
June 25, 2007  
9 a.m. — 3 p.m.

- 9:00 a.m. - Registration
- 9:30 a.m. - Opening Assembly
- 9:45 a.m. - Groups rotate through stations  
to - Lunch and snacks\*  
2:30 a.m.
- 2:30 p.m. - Closing assembly  
to - Evaluations
- 3:00 p.m. - Distribution of take-home bags

\* See group schedule for specific lunch and snack times.

## Registration Procedure

- Upon arrival, go to the registration desk.
- Each child will be given a name tag and assigned to a group.
- Consent/release forms for each child must be signed and witnessed. Remember this is a legal document.
- Safety bags will be given out at the **END** of the day. If you have to leave early, please check at the registration table.
- Parents are encouraged to stay!



**Group: RED**

Group Leaders: Sarah Star  
Jennifer Farmer

Grade: Four Teacher's name: Mr. Textbook

Number of students: 14

9:00 – 9:30	Registration
9:30 – 9:45	Welcome and assembly
9:45 – 10:15	ATV safety
10:15 – 10:45	First aid
10:45 – 11:15	Break
11:15 – 11:45	Grain safety
11:45 – 12:15	Large animal safety
12:15 – 1:00	Lunch (all)
1:00 – 1:30	Disabilities
1:30 – 2:00	Chemical safety
2:00 – 2:30	Sun safety
2:30 – 3:00	Assembly/snacks/students head back to school
3:00 – 3:30	Wrap up for presenters/volunteers

**Additional Information**

- Take-home bags are distributed at the end of the day.
- Day camp coordinators are Pete and Helen (wearing bright orange t-shirts).
- Time keeper will let you know when to change stations. Listen for sound of the horn.
- Bathrooms are located inside the hall.