



Director Weekly Report

Please submit a weekly report each Tuesday

Week of: _____

Camp: _____

Director: _____

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| <p>Staff Coverage Issues (include daily coverage concerns and upcoming time off):</p> | <p>Notes Regarding Staff Performance:</p> |
| <p>Upcoming Weekly Staff Meeting: Date: _____ Time: _____ Anticipated meeting agenda items:</p> <p>Notes:</p> | <p>Areas of support needed by summer program director. If follow-up is needed, provide best method of communication (phone, email or in-person):</p> |

Child Notifications (behavior, support, challenges, etc.)

| Child's First Name | Description | Action Taken | Next Steps |
|--------------------|-------------|--------------|------------|
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