

Time	FRIDAY	
	Rainbows	Leaders
3-4pm		Leaders arrive, building decorated: Jungle backdrop put up, 'greenery' around noticeboards, Balloons inflated, bed signs put on, room signs added, programme and menu created.
6pm	Arrivals –parents to unpack and make beds for rainbows. Rainbows to bring down: welly boots, purse, medication and coats	Theresa – collection of medication & purses and any outstanding health forms
7pm	Pizza, garlic bread Pudding TBC	Sarah and Beth – cook dinner Other leader to entertain girls in craft room and set up tables for dinner
8pm	Jungle globes in the craft room	Vicky to run globes with two other leaders Rest to clear up the dinner room/washing up and then join in the playroom
9:30pm	'lights' out	Set up and prep for Saturday

Leader	Tasks
Sarah C	Unpack shopping, Cook, prepare leader goodies
Lily	Support beds being made upstairs
Vicky	Run around looking busy :D & Jungle globes
Debbie	Collection of forms
Theresa	Collect missing health forms and any medication
Ellie	Support beds being made upstairs
Beth	Support beds being made upstairs and anything Sarah needs in kitchen

Time	SATURDAY	
	Rainbows	Leaders
7am	Wake up, kit packed and away, dressed in uniform and scarf	Support girls to pack away kit and get it outside
8am	Breakfast	Breakfast
9am	Monkey and Snake crafts	Clear away from breakfast, activities in the craft room
11am	Arrivals –parents to unpack and make beds for rainbows. Rainbows to bring down: welly boots, purse, medication and coats	Support arrivals like Friday Set up activities for the jungle exploration
11:30am	Activities start (Round 1)	Activities start (Round 1)
1pm	Lunch	Lunch Clear away from lunch
2pm	Activities start (Round 2)	Activities start (Round 2)
3:30pm	Adventure playground Shop	Adventure playground Shop
4:30pm	Snack	Snack
5pm	Songs and games	Songs and games
6pm	Day visits and Friday nights go home Overnight girls head to bedrooms	Support exits and those staying
7pm	Pasta, garlic bread Pudding TBC	Sarah and Beth – cook dinner Other leader to entertain girls in craft room and set up tables for dinner
8pm	Jungle globes in the craft room AND / OR Campfire	Vicky to run globes with two other leaders Rest to clear up the dinner room/washing up and then join in the playroom
9:30pm	'lights' out	Set up and prep for Sunday, decorate book

ACTIVITIES

AM		PM	
Monkey Zip Wire – led by leader taking the group around	Zip wire	Naughty frog – led by leader taking the group around	Field by Zip
Elephants can fly – led by leader taking the group around	Field by zip	Rhino toss – led by leader taking the group around	Veranda
Zebra tails – Sarah C	Kitchen	Bread snakes – Sarah C	Kitchen
Lolly Lions – Alyson	Craft room	Lolly tiger – Alyson	Craft room
Parrot Puppet – Debbie	Craft room	Paper plate giraffe – Debbie	Craft room
Hippo peg – led by leader taking the group around	By the stairs	Mosaic Lizard – led by leader taking the group around	By the stairs

Activities last 15 minutes with the swap around. So every 15 minutes groups to move on to their next activity. 9 girls per group 5 groups. Theresa and Vicky to float so can deal with first aid and supporting activities that need some extra help.

BETH / LEXIE – 8	LILY / FAITH – 7	PIPPA – 9	GRACE / MAISY – 6	ELLIE – 8
NAMES	NAMES	NAMES	NAMES	NAMES

Time	SUNDAY	
	Rainbows	Leaders
7am	Wake up, kit packed and away, dressed in uniform and scarf	Support girls to pack away kit and get it outside
8am	Breakfast	Breakfast
9am	Monkey and Snake crafts	Clear away from breakfast, activities in the craft room Clean upstairs rooms, clean kitchen
11am	Departures	Support girls going home and clean the building Get kit into cars

ACTIONS

Task	Assigned to	Deadline	Progress / Notes
Write up timetable	Vicky	ASAP	COMPLETE
Write up menu/cookbook/shopping list	Sarah C		STARTED
Update risk assessment	Vicky	ongoing	COMPLETE
Share current risk assessment	Vicky	TBC	COMPLETE
Create bed signs	Pippa	10 November	COMPLETE
Create placemats	Vicky	17 November	COMPLETE
Create room labels, menu and programme	Debbie	17 November	
Send REN part 2 to Sara	Vicky	12 October	COMPLETE
Create groupings for the girls and badges per group	Vicky	17 November	COMPLETE
Check supplies we've got for orange lolly sticks	ALL	1 November	COMPLETE
Write and send out event reminders	Vicky/Debbie	4 November	COMPLETE
Send Emma home contact list	Vicky	17 November	COMPLETE
Purchase paper bags for girls	Vicky	COMPLETE	COMPLETE – Use the gifted bags
Prep Hippo peg activity	Debbie	17 November	
Prep Mosaic lizard	Vicky/Alyson	17 November	COMPLETE
Prep tiger activity	Alyson	17 November	COMPLETE
Prep lion activity	Alyson	17 November	COMPLETE
Prep giraffe plate	Debbie	17 November	
Prep parrot puppet	Debbie	17 November	
Collect glass jars (chutney/jam size)	ALL	17 November	COMPLETE
Prep monkey craft	Alyson	17 November	COMPLETE
Prep beaded snakes	Debbie	17 November	
Locate a cone for rhino toss	Lily	17 November	
Print out instructions for self-led games	Vicky	17 November	STARTED
Print out songs for singing session	Vicky	17 November	STARTED
Prep jungle globe activity	Vicky	17 November	COMPLETE
Check first aid medicines for dates	Theresa	10 November	Let SC know if anything needs to be added to shopping list