

REMOTE LEARNING CAMP DROP OFF AND PICK-UP PROCEDURES

We will be offering curbside drop-off and pick-up in Remote Learning Camp to minimize the amount of traffic into our building.

General Information

Enter the Rec Center campus from Mill St. and proceed all the way into the Rec Center parking lot and do a U-Turn in front of our building and form a line on the eastbound south side of Mill St. **See diagram.**

1. Participants **must** have a face covering on at the time of drop off. Face coverings should be two layer and should not be a neck gaiter or bandana per CDC guidance.
2. When you drop off, we will ask the camper's name and grade/homeroom number. By dropping off you are affirming your child does not have any symptoms listed on the Health Screening.
3. When picking up, our staff will confirm the identity of the person picking up matches the name and picture provided in the ePact system. Please make sure your authorized pick-up individuals are updated in ePact. **We cannot release a child unless they are on this list with a photo.**
4. There is a designated area to pull over to if staff need to speak with you so that the drop off/pick-up lane of traffic is not blocked.

Drop Off and Pick-up Procedure

5. Remote Learning Camp drop-off and pick-up times:
 - a. **Drop-Off: 7:00a-8:00a (if taking bus to school then no later than 7:45a)**
 - b. **Pick-Up: 3:00p-4:00p**
 - c. *Our staff will be attentive for curbside drop off and pick-up for the selected time windows above. If you are dropping your child off at RLC, or picking your child up from RLC outside of the designated times, please park on Mill St. and bring your child into the building where staff can check them in or call the RLC Site Supervisor phone at (224) 523-1135, so they can help you curbside.*
6. Inclement Weather
 - a. For the safety of our staff and your child(ren), curbside procedures during inclement weather may take longer than days where weather is ideal. Please plan accordingly for these changes.
 - b. In cases of extreme weather, we may require drop off and pick-up to be done inside. In these instances, an urgent alert will go out via ePact notifying you of this change.
7. Tardy pick-ups.
 - a. Any pick-ups after 4:10p or 6:10p respectively will receive a warning and any other occurrences may be charged \$1 per minute you are late.
8. Afternoon pickups for Extended Time Program
 - a. Due to the various pick-up times during Extended Time, staff will not be monitoring curbside pick-up and will be with participants supervising other recreational activities.

- b. When you arrive, if a staff person doesn't greet you, please proceed inside. Or you may call the Site Supervisor at (224) 523-1135 when you arrive or just before you arrive.
- c. Please note, we will post signs on the entry table inside the building if staff are not curbside. The group may be outside playing, and we will post the supervisor phone number for you to call if you arrive at a time when we are outside, in the gym, or otherwise not in the immediate vicinity.

Drop-Off/Pick-up Diagram

