

## REMOTE LEARNING CAMP PICK-UP AND DROP-OFF PROCEDURES

We will be offering curbside drop-off and pick-up this summer when weather is good to minimize the amount of traffic into our building. When weather is not good, drop-off and pick-up will require you to park and come in. We intend to keep traffic and gathering sizes small during these times for the health and safety of our staff and your children.

### General Information

1. By 7:00a each morning we will make a decision if drop off will be done indoors or outdoors. Drop off is from 7:30-8:00a each day. **Drop off will not begin prior to 7:30a.** Please anticipate this taking a few minutes.
2. By 3:00p each afternoon we will decide about pick-up for those being picked up at 3:30p. Afternoon pickup will be from 3:15-3:30p. Should weather conditions change after these decisions are made, we will update communication as it happens. We will communicate this to you in two ways:
  - a. We will send a message through the ePact system.
  - b. We will update the Rainout Line on our [weather page](#).
3. Morning drop offs should occur between 7:30a and 8:00a. After that, please park on Mill St. and bring your child into the building where staff can check them in. You may also call the Remote Learning Camp Site Supervisor phone at (224) 523-1135.
4. Afternoon pickups for Remote Learning Camp
  - a. Will occur between 3:15p and 3:30p (or as soon as school activities are over)
  - b. If you plan to pick up early please call the On Site Supervisor at (224) 523-1135.
  - c. Any pickups after 3:40p or 6:10p respectively will receive a warning and any other occurrences will be charged \$1 per minute you are late.
5. Afternoon pickups for Extended Time Program
  - a. Can be done anytime between 3:30-6:00p
  - b. If you plan to pick up early please call the On Site Supervisor at (224) 523-1135.
  - c. Please note if there are any signs on the table when you arrive. We may be outside playing and will post the supervisor phone number for you to call if you arrive at a time when we are outside and not in the immediate vicinity.
  - d. Any pickups after 3:40p or 6:10p respectively will receive a warning and any other occurrences will be charged \$1 per minute you are late.

### Drop Off/Pick-up when weather is good:

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. You will be provided a color-coded card to place in your dashboard window or to hold up when dropping off/picking up. This will help our staff be more attentive and check you in/out quicker.
2. **Participants must have a face covering on at the time of drop off.**
3. When dropping 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.

- 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.**
- There will be a designated area to pull over to if staff need to speak with you so that traffic isn't blocked.

Drop-Off/Pick-up when weather is bad (and at all times for afternoon ET):

- Park your vehicle on Mill St. and walk into the building at the Mill St. Entrance of the Rec Center to drop off or pick-up.
- All campers and those dropping off must wear a mask when in the building.**
- Once in the building, follow directions of staff and signs to your appropriate camp check-in location. Please form a line to one side of the hallway 6 ft. apart from anyone in front of you or behind you in the line.
- If you see that a line extends outdoors for any reason, please wait in your vehicle until it is safe to enter the building. We hope this won't be the case but please observe this rule if it happens.

Drop-Off/Pick-up Diagram

