

## Appendix B

### SUMMER CAMP PICK-UP AND DROP-OFF PROCEDURES

Summer camp will be providing drop off and pick up. This process is meant to be quick and convenient and limit amount of foot traffic into our building. If there is bad weather at the times of drop-off and pick-up, you will be contacted with alternative instructions.

- Staff will send a message through the Epact system.
- The information will be sent out as soon as possible, prior to drop off or pick up.

Camp Drop Off- 7:30-9a. After that, please call your camp-specific phone to check them in at the proper location.

Camp Pick Up- 4-5pm. Any pickups before 4p should call their camp-specific phone to check them out from the proper location. All campers MUST be picked up by 5:00p as this is when camp closes. Any pickups after 5:10p will receive a warning and any other occurrences will be charged \$1 per minute you are late.

(This does not apply if you are registered for Extended AM or PM Care.)

#### Kindergarten and First Grade

1. Check in/check out will be at the Deicke Park Building which is accessed from Rt. 47. There is an area marked to drop off and turn around to exit. Parents will not have to exit the car. Staff will be outside to greet you and your camper. If there is bad weather and we need to make other accommodations, we updates will be made through ePACT.
2. Up drop off on the first day you will receive a color-coded card to place in your dashboard window or to hold up when dropping off/picking up. This will help our move the process along.
3. **Campers must have a face covering on at the time of drop off.**
4. When dropping off we will ask the camper's name and grade. By dropping off you are affirming your child does not have any symptoms listed on the Health Screening.
5. 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.**

#### 2/3, 4/5 and Teen Camps

1. Check in/check out will be at 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.**
2. Up drop off on the first day you will receive a color-coded card to place in your dashboard window or to hold up when dropping off/picking up. This will help move the process along.
3. **Campers must have a face covering on at the time of drop off.**
4. By dropping off you are affirming your child does not have any symptoms listed on the Health Screening.
5. 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.**
6. 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.

1. Please pull up to the designated drop off/pick up area.
2. Have your car placard visible and call the camp phone.
3. You will have to come up to the door to meet staff. ONLY if the weather is bad.

Drop-Off/Pick-up Diagram for Kindergarten and 1<sup>st</sup> Grade



Drop-Off/Pick-up Diagram for 2/3, 4/5 and Teen

