

Please take the time to read the following procedures regarding dropping off and picking up your student **April 12- April 14, 2023** for 6<sup>th</sup> grade camp. For safety purposes, it is important that we know where all students are at all times. To ensure that we know when and where your student is dropped off or picked up, there is a procedure for each. Please be aware that a student not spending the night at camp is not a common practice, therefore it is pertinent that all procedures are followed exactly.

### **Drop off:**

- Counselors will be dropped off in the morning of April 12<sup>th</sup> at Camp Eder at 7:45 a.m. so they are ready for campers to begin arriving at 8:00 a.m.
- The counselor should first see Mrs. Kemp, located on the porch outside of the main assembly hall. **After being signed in by a parent**, she will direct the counselor to either Ms. Edwards or Mr. Barnes in the assembly hall to have his/her luggage checked.

**\*NOTE\* COUNSELORS WHO HAVE RETURNED THE APPROPRIATE FORM TO DRIVE THEMSELVES TO AND FROM CAMP CAN SIGN THEMSELVES IN WITHOUT A PARENT BEING PRESENT.**

- After checking luggage, Mr. Barnes and Ms. Edwards will direct each counselor to wait in a designated area of the dining hall until his or her entire team or campers has arrived. When the entire team has arrived, the counselors will lead the campers with their luggage to their assigned cabins. **Parents will not be escorting their children to their cabins.**

### **Pick Up:**

- Counselors will be picked up on April 14 at 2:20 p.m.
- Counselors **must be signed out by a parent** on the sign out sheet with Mrs. Kemp on the front porch of the assembly hall.
- Counselors will only be released to the **parent or guardian listed** on the pick up /drop off sheet unless alternative arrangements have been communicated in a note or email to administration.

**\*\*NOTE\* COUNSELORS WHO HAVE RETURNED THE APPROPRIATE FORM TO DRIVE THEMSELVES TO AND FROM CAMP CAN SIGN THEMSELVES OUT WITHOUT A PARENT BEING PRESENT.**

- **Any counselor who is not picked up by 2:30 will be sent back to school with their luggage on the bus** so they can ride home on their normal bus. If you are running late and your child does not normally ride a bus home, please go to the school to pick up your child by 2:45pm. You will have to check them out at the Middle School Office.

