

September 2019

Sixth grade Parents/Guardians:

Please fill out the following information regarding dropping off and picking up your student October 23rd -25th at 6th 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 child is being dropped off and picked up, there is a procedure for each. Students may be dropped off and picked up directly at Camp Eder. There is a staggered list of drop off and pick up times to avoid congestion at Camp Eder as the parking lot is not large enough to accommodate everyone at the same time. By arriving at the appropriate time it will help speed up the check in/check out. Any student who is unable to be dropped off or picked up by a parent or other designee, should use normal school transportation. A bus will transport students to and from the school to camp.

DROP OFF:

- Students will be dropped off on the morning of October 23 **at their designated time*** which will be sometime between 7:45 and 8:45 AM.
- Students **must be checked in** with Mrs. Johnson.
- Please escort your child with their luggage to Mrs. Johnson, located on the porch to the dining hall. She will direct your child to a teacher or counselor nearby. You will not need to escort your child to their cabin; counselors will be escorting students to their cabins.

PICK UP:

- Students may be picked up on October 25 **at their designated time*** which will be sometime between 1:30 and 2:15 pm.
- Students **must be signed out** on the sign out sheet with Mrs. Johnson.
- Any student that is **not picked up by 2:15 will be sent back to school on the bus** so that they can ride home on their normal bus. We must send students on the bus at that time: we cannot keep them at camp. If you are running late and will not be at camp by 2:15, please go to the school to pick up your child by 2:25. You will have to check them out at the Middle School Office. After 2:35, students will be sent to the bus to go home.

Again, it is important to follow all procedures, and to sign your student in and out when they arrive and leave so that we know where each student is at all times. A student **may not** be dropped off or picked up if a teacher is not present. Please wait to leave until a teacher has checked your child in or out. Please return the attached form by October 1, 2019 so that we can prepare the appropriate check in and check out sheets.

**Designated time will be sent home with our child on Wednesday, October 16.

NAME OF STUDENT: _____(please print)

NAME OF ADULT(S) WHO WILL BE DROPPING OFF STUDENT: (please print)

1. NAME:

RELATION TO STUDENT:

2. NAME:

RELATION TO STUDENT:

NAME OF ADULT(S) WHO WILL BE PICKING UP STUDENT: (please print)

1. NAME:

RELATION TO STUDENT:

2. NAME:

RELATION TO STUDENT:

Please sign, acknowledging that you are aware of these procedures.

Signature

Date