



2011 Drop-Off/Pick-Up Procedures for Colorado Academy Summer Programs

Please enjoy the attached cartoon for a visual description of the new drop-off/pick up procedures:

Animated Visual Description of Drop-Off/Pick-Up Procedures:

http://mustangs.coloradoacademy.org/Dropoff_Pickup%20Summer.html

Drop-Off/Pick-Up moves to the north road!

Drop off and pick-up will move to the north road this summer. Parent drop off begins at **8:45** each morning and parent pick up begins at **3:30** each afternoon. Since adult supervision is not provided outside of camp hours, campers should not arrive at camp before 8:45 a.m., nor depart after 3:45 p.m. It is not appropriate to leave children unsupervised on the campus outside these hours. Children who arrive early need to go to the BeforeCamp program. Children who are left at camp after 3:45 p.m. will be taken to the AfterCamp program in the lower school, and parents may pick them up there. Usual AfterCamp charges will be assessed.

Arrival: Parent drop-off begins at **8:45**. All parents will use the Kiss & Go Lane. Please drop-off your camper in the zone according to the camper's last name. Please click on the link above to view an animated visual description of this procedure. Camp Counselors will greet all campers at the car to sign them in. Counselors will give campers a name tag and sign them in on the lawn with the counselor or teacher in their first block program. Please ensure that all campers are wearing sunscreen and are ready to go. If you wish to meet your child's counselor or teacher, please sign your child in from your car and proceed to the designated parent parking lot (see VP north of #38 on the attached map.) Once you have parked, you may join your camper on the lawn (#34 on the attached map.)

Departure: Parent pick-up begins at **3:30**. Parents should pull up to the zone according to the camper's last name and be prepared to show their identification e-mailed (please see below.)

Campers will be accompanied from the camp lawn to the car by one of the camp counselors and will be signed out by the Sign-Out Counselor.

- **Required Identification for Pick-Up:** You will receive an individualized e-mail prior to June 13th that you will be required to show to the sign-out counselor before we will release your child to you. This e-mail may be printed off and displayed in the dash of your car. You may also pull this e-mail up on your phone to show to the sign-out counselor. If this e-mail is not available, or if you registered after June 6th, you, or other authorized individuals, will be required to show a picture ID. If you wish to update the list of authorized individuals to whom we may release your child, please provide this information in writing to the camp office.
- **Sign-Out Procedures when camper is to go home with a friend:** If you would like for your child to go home with another parent, please contact the camp office ahead of time to make arrangements. The camp office will ensure that your child is waiting with the child of the parent that has been authorized to sign out your child. The parent will be required to show identification. Children will only be released to authorized individuals.

-Please use the same drop-off/pick-up procedures for specialty camps that begin or end at 10:30, 12:00 and 2:00.

-For late arrivals and early departures, please follow the signs to the camp office.

-For Before/After Camp, please follow the signs on the north road.

-Campers arriving by bus will be signed in and out by camp counselors.

Please contact the camp office with any questions regarding this new procedure. We look forward to seeing you soon!