

## Sign-in/Sign-out protocol and permissions

## **Drop off**

When you drop off your child you will need to sign him/her in with the Staff. Please do not leave your child until after you have signed in, so an instructor can take responsibility for your child.

## Pick Up

Pick up is at 2pm for Audubon Summer Adventures and On the Fly and 3pm for Expedition Camp. If your child is going to be in **Extended Camp**, pick up is at 5pm. There is a \$10 charge for every 5 minutes after your child's designated pick up time. If someone besides a parent will be picking up your child, you must write their name on the sign in/sign out sheet; please be advised that photo ID's will be checked.

To ensure the safety of every child at camp we must have a list of all adults authorized to pick up your child. Please fill out the form below including yourself on the list. Bring this form to camp on the first day of your child's session.

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Pick Up Form

Camper's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent Phone Number #1 #2

Adult's Name	Phone Number	Relationship to Child