



# INGERSOLL ARRIVAL AND DISMISSAL

FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Drop Off General Information

- Drop Off Time will be 8:45am-9:00am
- If you arrive after 9:00am, you will need to sign your camper in at the office.
- Please be patient with our staff.
- KK and WW will be dropped off at Courts and Black tops.
- Youngers, Middles, Olders, CITs and Specialty Camps will drive straight past the office to the soccer fields. Please drive slow (The speed limit on camp grounds is 5mph)! If families drive the speed limit upon entering the camp driveway, the drive will take about 10 minutes absent any line.
- Each age Group will have their own designated area for that session and it will not change.
- Families will receive either their camper's counselor's name, or their specialty camp name in an email a couple of days before the start of the session. Knowing your counselor's name is invaluable in making the first-day drop-off process smooth and efficient.
- AM Care drop off time is between 7:00am and 8:30am.
- PM Care pickup time in the PM between 4:15pm-6:00pm.
- AM / PM Care (extended day) will meet under the Grand Pavilion. All AM and PM Care families should drop off following the same route as AM Drop Off, but pulling into the fence directly behind the office.
- All AM Care parents must get out of their car and walk their camper to the Grand Pavilion to sign them in.
- All PM Care parents must get out of their car with their photo ID to pick-up and sign campers out.

## Drop Off Procedure

- Parents and Guardians will enter through main driveway, taking a right into ropes, and following the road until Family Swim. At Family Swim, take a left up the hill.
- Parents and Guardians will drive to their designated drop off spot ( See above for locations)
- All Kiddy Camp (KK) and Wee Wonder (WW) families will pull into a lane on the right as you come up the hill from the pond.
- All Youngers, Middles, Olders and Specialties will stay to the left and drive to the lanes before the soccer fields waiting for a staff to wave them through.
- Youngers, Middles, Olders, and Specialties will drive onto the soccer field, driving as far down as possible before letting their campers out of the car.





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## When you have reached your drop-off spot

- WW and KK campers will exit their vehicle and be ushered to their group. If a Wee Wonder or Kiddy Camper has a sibling in a Youngers, Middles, Olders, CIT, or Specialty Camp group the sibling may get out of the car with the Wee Wonder and Kiddy Camper and will be walked to their group from that drop off spot. Cars will then continue slowly past the office and exit down the camp road.
- If it is difficult for your camper to exit your vehicle, we will ask you to pull up or over to prevent traffic build up. A staff will try to help you unload.
- All cars this year will pull all the way down to the end of the soccer field. (FOR DROP-OFF ONLY)
- Youngers, Middles, Olders and Specialties will exit the vehicle and follow the path to their group's locations.
- All families will exit through the access road at the end of the soccer field, then turn immediately left into the staff parking lot
- All vehicles will exit camp and **take a right onto Route 66**, to keep the flow of traffic going.

## Pick Up General Information

- Parent pick-up is between 3:45-4:00
- Buses will arrive at camp at 3:30. Our goal is to load buses and depart from camp before 4:00.
- All groups will pick up in the same locations as morning drop off.
- Pick Up will follow the similar procedures as Drop Offs, except that campers will be picked up on the left side of the soccer field in the afternoon, and all staff (except for those directing traffic) will be checking IDs on the blacktop/courts and the soccer fields.
- Youngers and Middles pick-ups should be waiting in the left lane of the bus parking lot.
- Olders, CIT's, or Specialty camps should be waiting in the right lane of the bus parking lot.
- Once IDs are verified against the pickup list, campers can enter the car and leave.
- Parents are expected to pick up without getting out of their cars as quickly as possible. They may pull into the parent area in the staff parking lot to ensure safety if they wish.

## AM Care Drop off

- AM / PM Care will meet under the grand pavilion. All AM/PM Care families should drop off following the same WW/KK procedures: pulling off into the drop off lane by the blacktop/courts.
- AM Care drop off time is between 7:00am and 8:30am. Parent must get out of their cars and walk their camper(s) to the Grand Pavilion to sign them in.





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- Parents will drive through the ropes course as per the general procedure.
- All drop offs will occur at the fence behind the office. Please keep your car parallel to the fence, you do not have to turn into the fence as if you are parking.

### **PM Care Pick Up**

- All pickups will occur at the fence behind the office. Cars will be sent to Waterfront after signing out of their camper is swimming.
  - Parents must get out of their car and walk to the Grand Pavilion to have ID's checked and sign campers out.
  - Once ID has been confirmed Counselors will sign out the campers on their clipboard and release to the pickup.
  - Pickups will continue past the office and exit down camp road.

### **Riding the Bus**

- The bus monitor will arrive 15 minutes early on the first day of the session. They will be giving introductions, a brief explanation of expectations on the bus, and checking campers onto the bus.
- Following the first day of the session, the bus monitor will arrive about 5 minutes before the departure time to check campers on the bus.
- The bus monitor will strive to finish checking campers on the bus **before** the scheduled bus time. **The scheduled bus time is when the bus should leave the stop.** Parents should arrive 5 minutes early. Our buses can not wait for late campers.
- Guardians must wait for a Bus Monitor to sign a camper onto the bus before leaving the stop. **No campers may enter the bus without a Bus Monitor present.** We recommend guardians stay at the stop until the bus has departed.
- After checking a camper in, campers will enter the bus. Campers will sit by age groups (WW/KK in front, then Youngers, then Middles, then Olders). Specialty camps will sit based on age.
- If there are siblings of a different age, the older camper may sit with the younger camper if wanted. But in the younger campers' sections of the bus.
- In the afternoon, campers will be let off the bus and will line up to touch the bus. One at a time, the bus monitor will check IDs, and guardians will sign their campers out. After signing out, guardians can leave with their campers.
- Please be sure to bring your ID every day. Our goal is to have consistent bus monitors, but we do have to use substitutes occasionally.
- If guardians try to leave with their campers before signing them out with the bus monitor, it may result in a change of procedure where campers have to wait on the bus until signed out.
- Campers are expected to behave in a safe, controlled, and responsible manner while riding on the bus. If campers need support in meeting these expectations, their seat





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may be assigned, they may have to sit with a Bus Monitor, they may be excused from the bus for a day, or they may be asked not to take the bus.



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