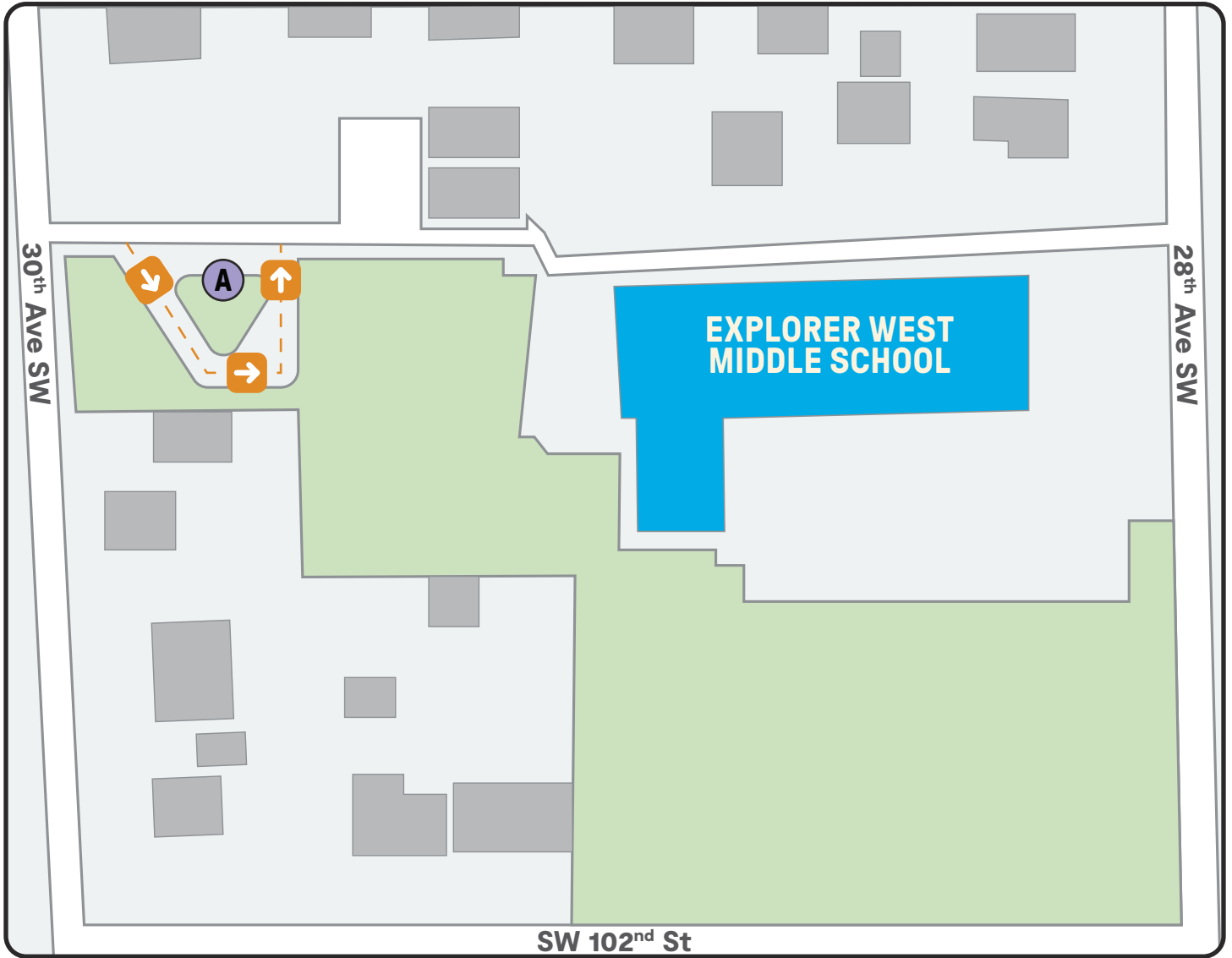


Drop-Off Locations

Explorer West Middle School



A Drop-off and Pick-up Zone

Parents or guardians will need to drop-off and pick-up camper at the parking lot behind Explorer West along 30th Ave SW. Please see the map on the last page of this document. Directional signage will be placed along the path from the front of the school to the parking lot to assist with wayfinding.

Explorer West Middle School Drop-off Procedures

Staff members will be stationed at the drop off location to greet campers and their adults.

- Staff will:
 - Check with the parent that we have all of the correct information.
 - Check that the parent has completed the Daily Health Screening either through [CampDoc](#) or using the paper [Daily Health Screening Form](#).
 - Mark the camper on the roster to sign them in.
- Once checked in, campers will walk to the area of the field where their camp will meet. All camp educators will be with each group.

Explorer West Middle School Pick-up Procedures

Staff members will be stationed at the drop off location to greet parents, guardians, or other authorized adults at the vehicle.

- Educators will be with the campers in the area of the field designated for their camp group.
- Staff at the pick-up location will have a master roster with all kid codes.
 - Staff will confirm the kid code with parents.
 - They will radio the camp and ask the educator to send the camper to the pick-up location.

- The educator will check off the camper on their roster and send the camper to the pick-up location.
- **Please note:** If an adult picking up a camper cannot provide the camper's designated Kid Code, they must show a photo ID displaying a name that matches an authorized parent/guardian or emergency contact in CampDoc.

Late Campers/Early Pick-ups

Signs will be posted at all entrances with a number that goes to the Site Lead Cell Phone that parents or guardians should call upon their arrival.

Late Camper

The Camps Site Lead stationed at the reception desk will greet the camper and their adult with the appropriate sign-in materials. Once signed in, they will escort the camper to the camp ensuring to remain socially distanced at all times.

Early Pick-up

The Camps Site Lead will greet the camper and their adult with the appropriate sign-out materials. They will confirm the kid code and communicate to the educator that the camper is signed out. Once signed out, they escort the camper to the reception area ensuring to remain socially distanced at all times.