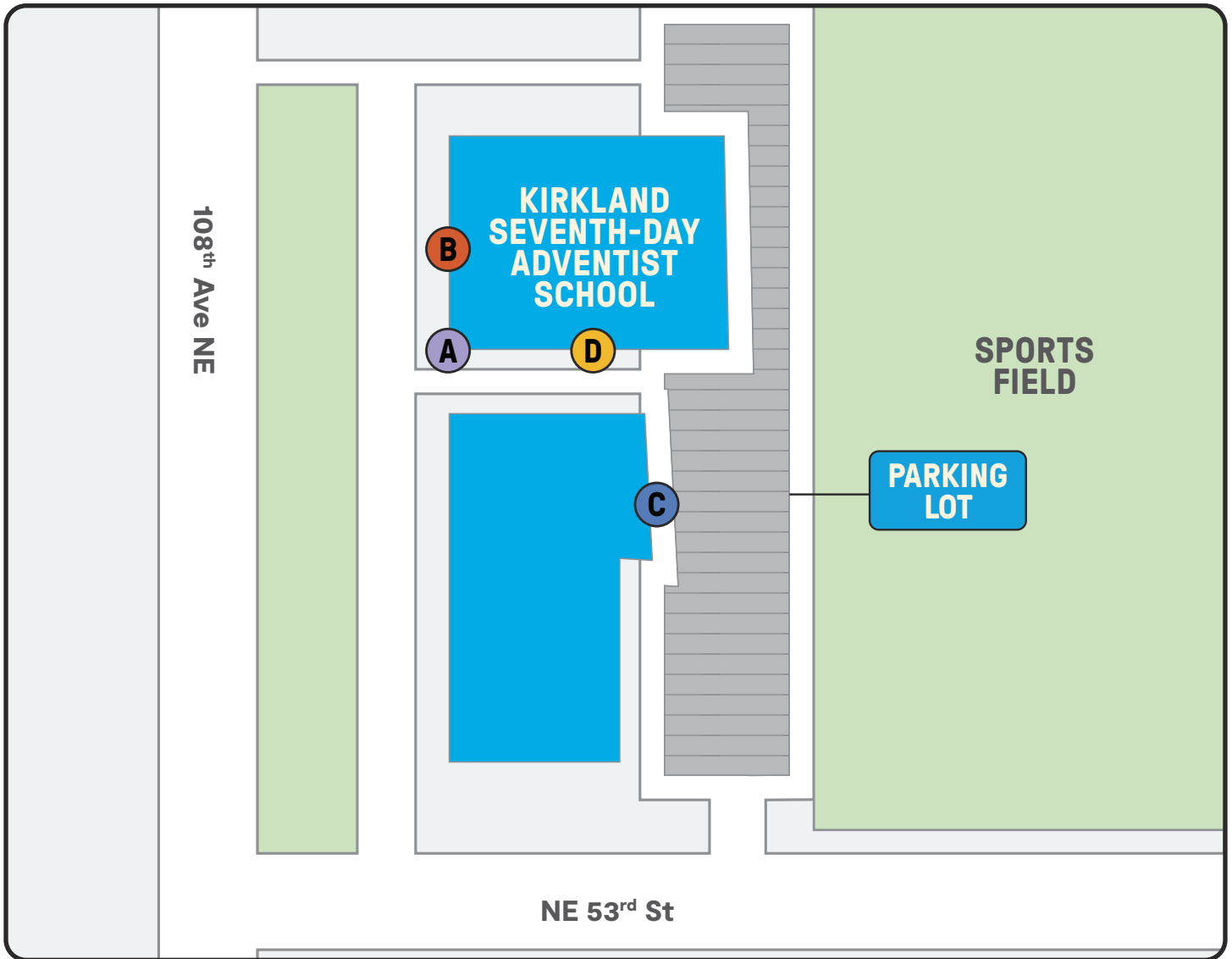


# Drop-Off Locations

Kirkland Seventh-day Adventist School



**A** Upper Main Building

**B** Lower Main Building

**C** Aux Building

**D** Site Lead Office Exterior Door

Parents or guardians will need to park and walk their camper to and from drop-off and pick-up locations. While parents and guardians may enter external spaces during drop-off and pick-up, only campers and staff may enter the building. The confirmation letter sent to parents will contain the current drop-off and pick-up procedures including a map of locations. Directional signage will be placed to assist with wayfinding.

- Before leaving the house, campers should complete their Daily Health Screening either through [CampDoc](#) or using the paper [Daily Health Screening Form](#).
- Reminder: Those submitting the paper Daily Health Screening Form will need to wait for their camper to have their temperature assessed to ensure it is below 100.4°F.
- Ensure campers have at least 32oz of water and, if applicable, lunch or snacks.

### Kirkland Drop-off and Pick-up Locations

Please refer to your confirmation email to find your camper's drop-off/pick-up location. Please see the last page of this document for a map of drop-off/pick-up locations.

#### Kirkland Drop-off and Pick-up Locations

- Drop-off A is located at the upper entrance of the main building
- Drop-off B is located at the lower entrance of the main building
- Drop-off C is located on the field-facing side of the secondary building by the main parking lot

### Kirkland Intake/Drop-off Procedures

Staff members will be stationed at the following locations:

- Camp Educators will be located in or just outside their classroom space awaiting campers.
- One staff member from each camp session will be stationed at each drop-off location to greet campers and check them in.
- Entrance doors will remain open during drop-off.
- Staff will:
  - Check with the parent that we have all of the correct information.
  - Check that the parent has completed the Daily Health Screening using CampDoc or has printed, completed and signed the paper Daily Health Screening form.
  - Mark the camper on the roster to sign them in.
- Once checked in, campers will walk into the building to their classroom space. If they are the first camper to arrive, they may be asked to wait outside until another camper arrives to ensure that Camp Educators are not alone with one camper.
- If needed for supervision along a longer route to a classroom, another staff member will be located in an area to help guide campers to their classroom.

### Kirkland Pick-up Procedures

Staff members will be stationed at the following locations:

- Camp Educators will be located in or just outside their classroom space with campers.
- One staff member will be stationed at each pick-up location to greet authorized adults and check campers out.
- Entrance doors will remain open during pick-up.

- Staff at the doors will have a master roster with all Kid Codes. Educators will be in their classroom spaces with their campers.
  - Staff will confirm the Kid Code with parents.
  - They will radio the camp and ask the educator to send the camper to the checkout door.
  - When there are only two campers remaining, Camp Educators and both campers will exit together and remain outside.
- If needed for supervision along a longer route from a classroom, another staff member will be located in an area to help guide campers 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.

the Kid Code and communicate to the educator that the camper is signed out. Once signed out, camp staff will escort the camper to the reception area while remaining socially distanced at all times.

## Late Campers/Early Pick-ups

Parents or guardians should meet the Site Lead at Location D and call the posted phone number upon their arrival.

## Late Camper

The Camp Site Lead will greet the camper and their adult with the appropriate sign-in materials. Once signed in, camp staff will escort the camper to the camp while remaining socially distanced at all times.

## Early Pick-up

The Camp Site Lead will greet the adult with the appropriate sign-out materials. They will confirm