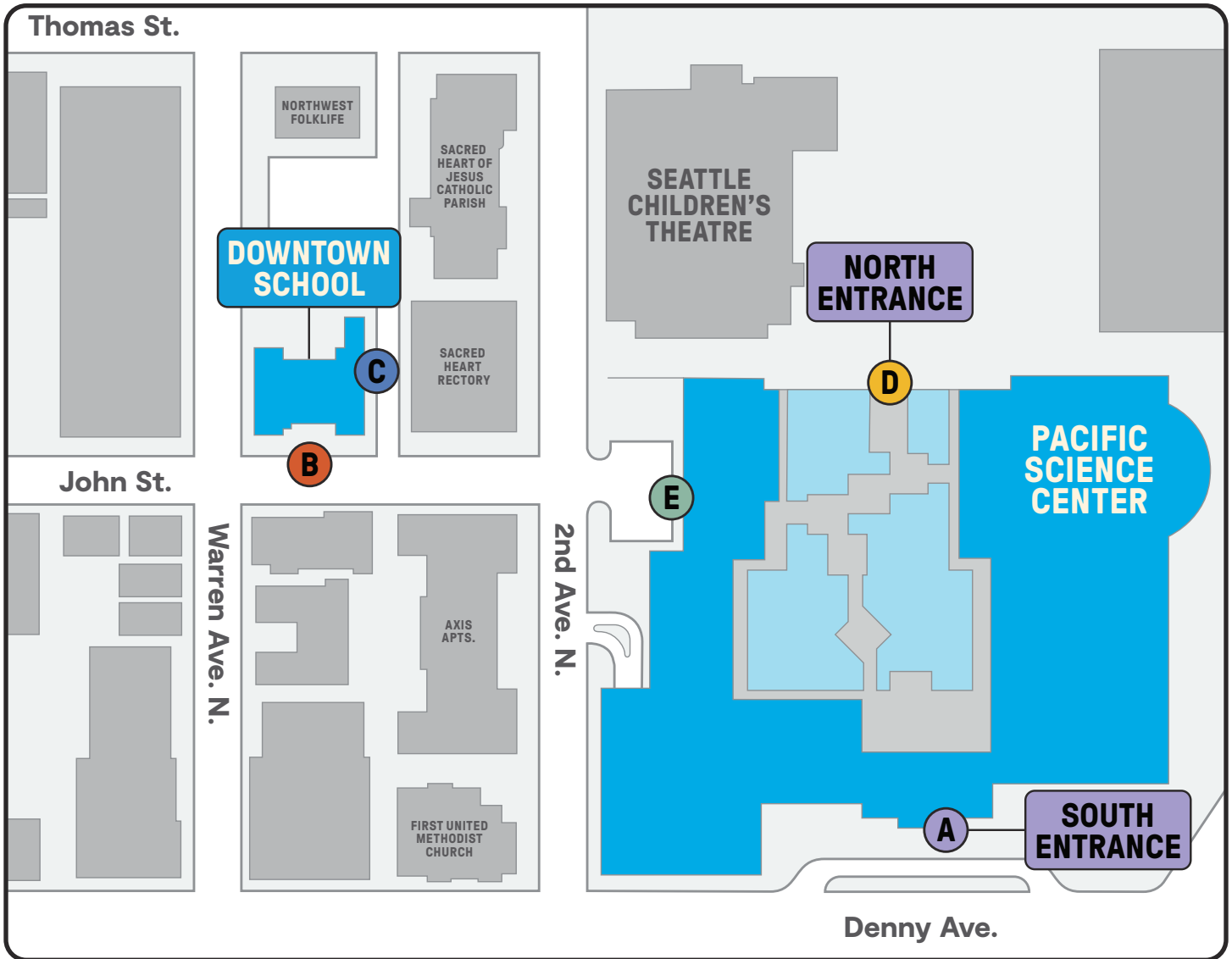


# Drop-Off Locations

Pacific Science Center & Downtown School



- A** South Gate
- B** DTS John St Entrance
- C** DTS Parking lot entrances
- D** North Gate (only used weeks 1 and 10)
- E** PacSci Reception Door (late drop off and early pick up)

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 areas 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.

### PacSci 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.

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

- Meet at the South Entrance for the following location
  - Drop-off A
- Meet at the Downtown School on John St. the for the following locations
  - Drop-off B
  - Drop-off C
- Enter through the North Entrance for the following locations (used during Weeks 1 and 10 only)
  - Drop-off D

- Late drop-offs and early pick-ups (arriving or leaving between 9:15am and 3:30pm) must go through Reception at the following location
  - Drop-off E

### PacSci Intake/Drop-off Procedures

- Camp Educators will be located in or just outside the meeting location 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 camper's Daily Health Screening with CampDoc or has printed, completed, and signed the Daily Health Screening Form. 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.
  - 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.

## PacSci Pick-up Procedures

One staff member will be stationed at each pick-up location to greet campers and check them out.

- 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.
  - 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.
  - The educator will check off the camper on their roster and 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.

## Late Campers/Early Pick-ups

Late arrivals and early pick-ups for campers at **PacSci** entrances A and D (the main PacSci building) should use the blue Registration door entrance (entrance E) at the Loading Dock located at the corner of 2nd Ave N and John St.

Late arrivals and early pick-ups for campers at the **Downtown School** entrances B and C should come to entrance C. Signs will be posted at each location with a phone number that parents or guardians should call 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 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.