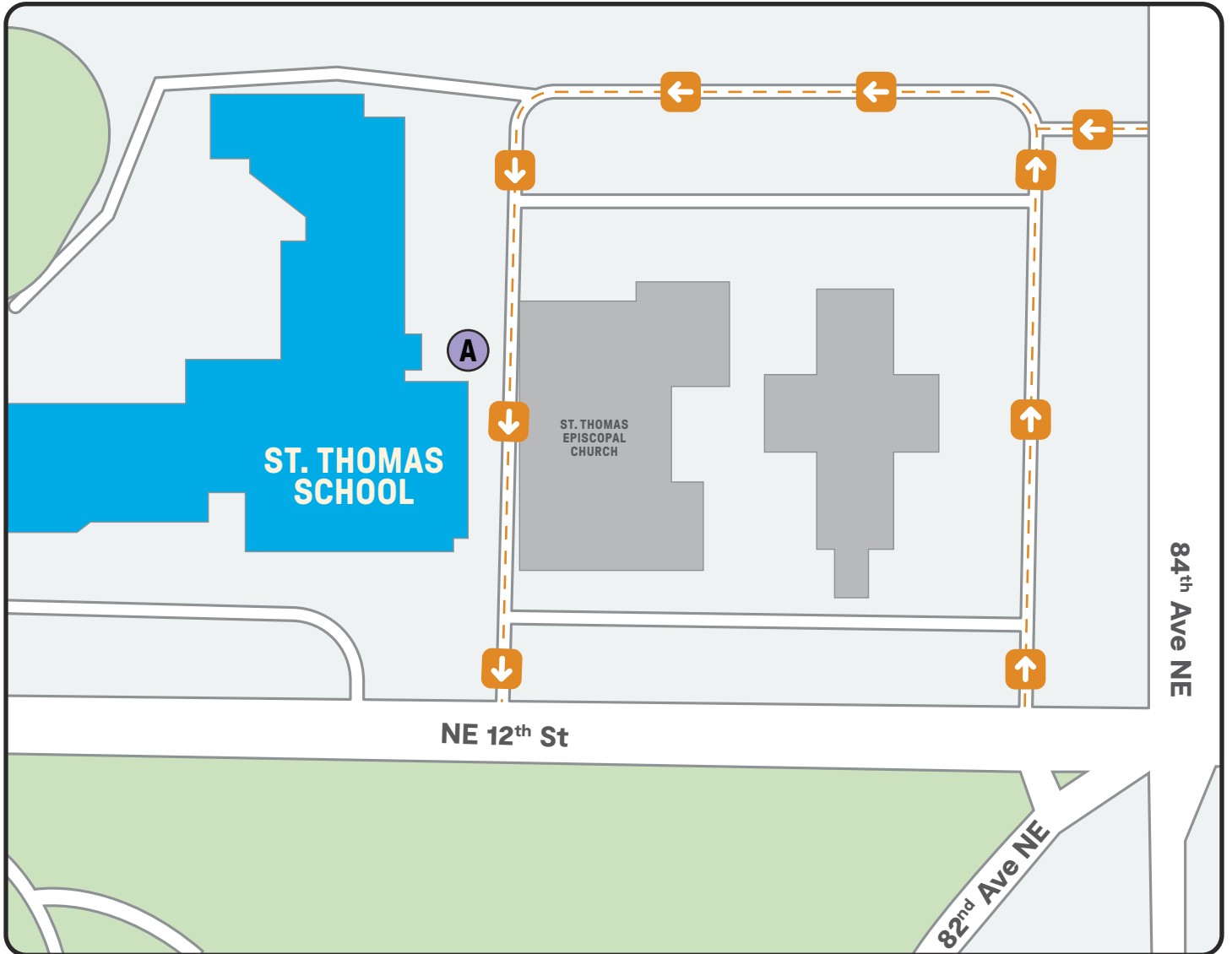


Drop-Off Locations

St. Thomas School



A Drop-off and Pick-up Zone

St. Thomas School Drop-off and Pick-up Locations

This camp location is pleased to offer all campers lunch and two snacks daily through SAGE Dining as part of your registration.

If your camper has dietary or allergy restrictions, please email Chef Van Rooyen at v-michael.vanrooyen@stthomasschool.org. SAGE does not use any kind of nuts in their food.

St. Thomas School Drop-off and Pick-up Procedures

Parents or guardians will need to drop-off and pick-up campers in a one-way loop entering at the north entrance of the school. Please see the attached map. Directional signage will be placed along the path from the front of the school to the parking lot to assist with wayfinding. Please note: parents or guardians will need to park and walk to this location on the morning of the first day of camp.

- Before leaving the house, campers should complete their Daily Health Screening either through [CampDoc](#) or using the paper [Daily Health Screening Form](#).

St. Thomas School Drop-off Procedures

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

- Camp Educators will be located outside in the back of the school awaiting campers.
- **On Monday morning only**, you will park in the east school parking lot and follow the signs to walk your camper to the designated meeting location.
- **Tuesday-Friday**, you will drive through our drive-through drop-off loop at the East Entrance (Location A on the map on the last

page of this document)

- 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 into the building to their classroom space.

St. Thomas School Pick-Up Procedures

Staff members will be stationed at the drop off location to greet parents, guardians, or other authorized adults for a drive-through pick-up from your vehicle **Monday-Friday**.

- Educators will be with the campers in the area of the play area 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 the East Entrance 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 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 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 East Entrance area ensuring to remain socially distanced at all times.