



## Check-In Procedures

*Please note: We are unable to check-in early arrivals and will begin promptly at 4PM.*

Bring the camper's personal belongings, medications, a dollar or two, and any additional forms to the first check-in station.

### **Station 1 - Check-In & Nametags**

Campers/guardians will sign in as well as provide the pick-up caregiver's name and phone number. Collect the camper's nametag and find out what cabin he or she is in!

### **Station 2 - Health Screening**

A brief health screening will cover a head check, bumps and bruises, and any recent illness.

### **Station 3 - Camper Drop-Off & Equipment Form**

Visit the camper's cabin to drop off belongings, meet the counselor, fill out a specialized equipment form, and demonstrate any adaptive equipment. Caregivers say goodbye here and proceed to medication check-in!

### **Station 4 - Health Ticket & Pop Stop**

Visit the ChangeMakers to collect your Health Ticket for Station 5. Grab an icy cold water or pop here for \$1 - all proceeds raised benefit camp!

### **Station 5 - Medications**

Once the camp nurse or medication aide call your number, bring your medications up to their station and explain any medication routines. *Reminder: medication cassettes are NOT accepted.* You may skip this step if the camper does not take any medications.

If you have any comments, questions or concerns, please ask!

See Reverse for Check-Out Procedures



## Check-Out Procedures

Camp checkout is at 10AM on the last day of the session.

Camper Awards Ceremony is at approximately 10:30AM, or when most families are present.

### **Station 1 - Sign-Out**

Campers/guardians will sign out. The name of the person picking the camper up must match the name provided at check-in. We may request proof of ID. Once confirmed, you will receive a check-out ticket. If registration was completed by April 15, the camper will also receive a free long-sleeve tee!

### **Station 2 – Medications**

Visit the nurse and medication aide if your camper took medications. They will sign your ticket.

### **Station 3 – Lost and Found**

Check this station for lost items. All unclaimed items are donated after two weeks.

### **Station 4 - Pop Stop & Souvenirs**

Visit the ChangeMakers Fundraiser for an ice cold water or pop for only a \$1 or a souvenir to remember your week at camp - all profits benefit camp!

### **Station 5 – Pick-Up**

Give your Check-Out ticket to your camp counselor confirming your camper signed out. Find your camper and counselor near the pavilion. They will help you load your camper's luggage.

If you have any comments, questions or concerns, please ask!