



Attendance/Pick Up and Drop Off

Sign In/Sign Out Procedures: For your child's safety, each child must be signed in at camp each morning and signed out every evening by an authorized adult. Children may not sign themselves into or out of camp. There are NO EXCEPTIONS to this policy. Persons authorized to sign a camp participant in and out of camp must be 18 years of age or older and named as a parent/guardian on the Campsite Health Care Portal or as an authorized pick-up. Camp Staff are not permitted to be listed as an authorized pick up or emergency contact for your child/ren.

Camp staff reserve the right to call another authorized pick-up or the Dublin Police Department, if staff believe a camper could be in danger. Examples of this may include alleged abuse, a parent showing any signs or symptoms of extreme illness, intoxication, etc.

ALL parents and authorized persons must have their Campsite Attendance Pin (located on Campsite Parent Dashboard under "my account" or "authorized pickups") to sign-in and sign-out a participant from camp—no exceptions. You should also bring a photo identification in the event we are unable to verify your identity using our Campsite attendance system. When picking up or dropping off your children, please adhere to posted speed limit and parking signs at the Dublin Community Recreation Center, Ted Kaltenbach Park, and our school locations. In the event our Campsite system becomes non-operational during the camp day, please always have your pin available or a photo identification to complete the sign-out process.

Campers Participating in Activities Outside of Camp: If your child is enrolled in specialized activities, specialty camps, tutoring, swim team, or other programs that occur during Wyandot, Discovery, Jr. Kidzone or My First Camp operating hours, the parent/guardian or an authorized pick-up person listed on the camper's Health Care Form, must come into camp and sign-out the child. If the camper is returning to camp on this same day when the specialized activity or program is complete, the child must be signed back into camp. Camp staff may not assist in the transportation or logistics of getting a camper to/from any specialized activity, program, or other camp as we have specific staff to participant ratios in place.

If you purchased the lunch program for your child and your child is enrolled in activities outside of the Wyandot camp day, we cannot save a lunch for your child to eat at a later time. Your child must be at camp during the scheduled camp lunch time or your child must eat prior to returning to camp.

If a parent requests for someone, such as a tutor or instructor to come on site, it must be in writing and submitted to the Camp Supervisor 24 hours before said person visits camp. These persons must sign a camper out during their time with them and then sign them back in. Therefore, they must be included on a camper's Authorized Pick-up list on Campsite. Tutoring cannot occur in programming space reserved for camp activities.

Parking During Drop-Off & Pick-Up: For the safety of our camp families, please adhere to posted speed limit and parking signs at the camp site locations upon drop-off and pick-up at camp. All camp families are asked to park in a parking spot out in the lot rather than pulling up



at the curb, and in a fire lane. The reason for this is SAFETY. We have many families with small children and are not easily visible when walking to the parking lot – having to walk in between stopped cars causes more opportunities for someone to get hurt. We also see an increase in traffic backup due to the cars at the curb, reducing the space for all patrons to walk and for emergency vehicles (when needed) to pull up. This policy pertains to any camps at the Dublin Recreation Center, Ted Kaltenbach Park, and our school locations.

Parent Access and Participation: Parents/guardians of children enrolled in Wyandot, Discovery Camp, Jr. Kidzone & My First Camps have unlimited access to our programs during operational hours for the purpose of contacting their child and/or evaluating the premises and/or the care provided. Upon entering the site, parents must sign-in as a visitor and notify the camp staff of his/her presence.

Parents are free to contact the Recreation Supervisor to discuss any concerns or offer suggestions about our programs. Your input is encouraged and greatly appreciated.

Absences: Refunds or credits cannot be granted for missing camp due to illness, lice, behavioral concerns, or other unforeseen emergencies or situations. Camp staff will NOT call parents/guardians if a child does not attend camp as registered. Parents may call their child's camp site (phone numbers available when camp starts) and inform them of their child's inability to attend, but it is not required of the parent.

Camp Hours: Our camps follow the strict hours of operation as listed below. Children are not permitted to be dropped off prior to the start time and children must be picked up when the program ends. It is the responsibility of the parent to make every effort to pick up their child/ren before closing time. Facility space may be needed for other activities and our camp staff has other commitments, so we appreciate your support in making sure these times are upheld.

- My First Camp – 9am to noon
- Jr. Kidzone – 9am to 4pm
- Discovery Camp – 8am to 5:30pm
- Wyandot Camps – 7am to 6pm (all campers should be checked in by 9a, start of activities)

Late Pick-Up Fees: A flat fee of \$10.00 will be assessed to any individual picking up a camper later than five minutes after the program end time. In addition to the flat \$10.00 fee, a fee of \$1.00 per minute will be assessed. For example, a child picked up at 6:15pm at a Wyandot Camp (6pm end time) will be assessed the flat \$10.00 fee plus an additional \$10.00 for the 10 minutes between 6:05pm and 6:15pm (bringing the total to \$20.00).

Payment of Late Pick-Up Fees: Payment of all fees in the form of cash or check is expected at the time of drop-off or pick-up. Checks can be made payable to The City of Dublin Recreation Services. Staff will provide a written receipt for all fees paid. Camp participants will not be permitted to attend camp until all fees are paid.