Drop-off and Pick-up Procedures

Parents or guardians will need to drop-off and pick-up camper at the parking lot behind Explorer West along 30th Ave SW. 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.

Explorer West Middle School Drop-off Procedures

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

- All adults and campers will be required to wear face masks.
- Staff will be provided with hand sanitizer, but there should not be a need for contact with parents, guardians, or other authorized adults.
- Staff will hold the clipboard with the roster.
  - They will check with the parent that we have all of the correct information.
  - They will check that the parent has confirmed the camper’s well check with Fever Free or has printed, completed, and signed the Daily Camper Health Check. Those submitting the Health Status form will need to wait for their camper to have their temperature assessed to ensure it is below 100.4°F.
  - They will mark the camper on the roster to sign them in.
- Camp staff will also look for visible signs of illness such as flushed cheeks or tiredness.
- Once checked in, campers will walk to the area of the field where their camp will meet. All camp educators will be with each group and ensuring that campers are socially distanced from each other as well as from other camp groups.

Explorer West Middle School Pick-Up Procedures

Staff members will be stationed at the drop off location to greet parents, guardians, or other authorized adults.

- All adults and campers will be required to wear face masks.
- Staff will be provided with hand sanitizer, but there should not be a need for contact with parents, guardians, or other authorized adults.
- Educators will be with the campers in the area of the field designated for their camp group. Educators will ensure that campers are socially distanced from each other as well as from other camp groups.
- 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.

Late Campers/Early Pick-ups

Signs will be posted at all entrances with a number that goes to the Ops Lead Cell Phone that parents or guardians should call upon their arrival.

Late Camper

The Camps Site Lead stationed at the reception desk 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 camper and their 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 reception area ensuring to remain socially distanced at all times.
A – Drop off at Parking Lot along 30th Ave SW. Staff will escort campers to gathering spot in west field, then proceed into classrooms.