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 spaces 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 and pathways used to ensure proper social distancing. Directional signage will be placed to assist with wayfinding.

- Before leaving the house, campers must have completed their daily well check either through the Fever Free app or using the Daily Health Screening Form.
- Reminder: Those submitting the 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 32oz of water and, if applicable, lunch or snacks.

Kirkland Drop-off and Pick-up Locations
Please refer to your confirmation email to find your camper’s Drop-off location and time. Please see page 3 of this document for a map of Drop-off/Pick-up locations.

Kirkland Drop-off and Pick-up Locations
- Drop-off A is located at the entrance to Building A
- Drop-off C is located at the entrance to Building C

Kirkland Intake/Drop-off Procedures
Staff members will be stationed at the following locations:
- Camp Educators will be located in or just outside their classroom space awaiting campers.
- One staff member will be stationed at each drop-off location to greet campers and check them in.
- Entrance doors will remain open during drop-off.
- All adults and campers will be required to wear face masks.
- Floor markings will be present to ensure that 6-ft. social distancing is practiced while waiting in line.
- 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 their campers with Fever Free.
  - 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 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 alone with one camper. Once another camper arrives, they will walk in one by one keeping socially distant.
- 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.
Kirkland Pick-up Procedures
Staff members will be stationed at the following locations:

- Camp Educators will be located in or just outside their classroom space with campers.
- One staff member will be stationed at each drop-off location to greet authorized adults and check campers out.
- Entrance doors will remain open during pick-up.
- All adults and campers will be required to wear face masks.
- Floor markings will be present to ensure that 6-ft. social distancing is practiced while waiting in line.
- Staff will be provided with hand sanitizer, but there should not be a need for contact with parents, guardians, or other authorized adults.
- Staff at the doors will have a master roster with all kid codes. Educators will be in their classroom spaces with their campers.
  - 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 up 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.

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.