

## Day Camp Drop Off Procedures:



Dear Parents,

To ensure the safety of your child, the following day camp procedures are implemented.

### **Monday – Friday Mornings:**

1. Campers and parents arrive at **designated location**. (Boerne Library *or* His Hill Chapel)
2. **Monday morning only**
  - a. All parents must check in at registration tables to complete registration.
  - b. Registration staff will direct parents to their child's counselors
  - c. Counselors will be wearing cabin letter signs.
3. Tuesday – Friday, parents will bring their child directly to their counselor

### **Monday – Friday Evenings:**

1. Campers will get on the bus by cabin and sit with their counselor. (Boerne Library group only).
2. When the bus arrives at the Library, campers and counselors will get off the bus and stay in their cabin groups and go to their designated drop off location.
3. Parents/guardians will sign their child out by going to the counselor with the correct cabin sign. The counselor will check the child's pick-up sheet and confirm identity through checking the parents/guardians driver's license (or other form of photo ID), and have them sign the child out.
4. Evening pick up time is 4:45pm at *His Hill*, and 5:15pm at the *Boerne Library*.
5. Please note, there is *no* closing ceremony for Day Camp.

### **Bus Safety:**

Please go over with your child before coming to camp.

1. Always listen to the bus driver and summer staff on the bus.
2. No one enters the vehicle without the driver's permission.
3. Everyone must remain seated while the vehicle is moving.
4. Nothing can be put outside of the windows.

### **Please Remember...**

1. Parents must register their child at his/her designated drop off/pick up site (Unless you have notified the office by Wednesday, August 1st, that you need to change locations).
2. His Hill Registration is at our Chapel, Monday, August, 6<sup>th</sup> at 8:15am. (Tuesday-Friday drop off times are 8:45am)
3. Boerne Registration is at the Boerne Library, Monday, August 6<sup>th</sup> at 7:50am. (Tuesday-Friday drop off times are also 7:50am)

Thank you! We are looking forward to having your children attend day camp!

In Christ,  
Megan Sypolt  
His Hill Ranch Camp