



SACRAMENTO

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Camper Check In/Out Procedures

The following procedures apply to Summer 2019 Conference Camps Only
Young Elementary Camp, Older Elementary Camp, Music On The Mountain, all Horse Camps,
and SYC (Sacramento Youth Camp)

CHECK-IN PROCESS: All campers must be checked in upon arrival at Sacramento. Campers must be checked in by an adult representative and will not be allowed to check themselves in. All necessary registration paperwork and fees must be turned in prior to camp or during check-in if the camper is registering on-site. Check-in time varies for each camp, so please refer to the camper confirmation letter or call Sacramento for the specific camp check-in time.

During check-in, the adult representative will be required to:

- Sign the “Sign-In Roster” located at the Check-In Table
- Receive Check-Out information, including:
 1. Sign-Out and Pick-Up locations for Friday
 2. Review camper’s designated adults for pick-up on Friday
 3. **Notification that the designated adult’s ID is required to pick-up camper.**
- Proceed to the “Drop Off” location as noted at the Check-in Table

CHECK-OUT PROCESS: Each camper must be checked out by an adult designated on the camper’s registration form unless prior arrangements have been approved by the Camp Dean. Campers are not allowed to check themselves out. Check-out time varies for each camp, so please refer to the camper confirmation letter or call Sacramento for the specific camp check-out time.

During check-out, the **designated adult** representative will be required to sign the “Sign Out Roster” located at the Check-Out Table. Prior authorization must be made by camper’s parent/legal guardian if anyone other than designated adult is to check camper out of camp.

***Adult may be asked to verify identity, so please have valid, government issued photo ID ready**

If a camper is not picked up within a reasonable amount of time and no prior contact has been made with the Camp Dean regarding late pick-up, the Camp Dean will attempt to contact the camper’s parent/guardian, or person authorized for pick-up on the camper’s registration form. If these attempts are unsuccessful, Sacramento reserves the right to contact the New Mexico CYFD for assistance.