



Hello Summer Camp Parents,

We are excited to see everyone on Monday! I just wanted to take a quick moment to inform every one of the drop-off and pick-up procedures for campers this summer. Please view the information below.

Please Note – The first day of summer camp is always very busy with drop-offs, parents making payments, and field trip sign-ups. Please allow yourself an extra 10 to 15 minutes to drop-off your child on the first day, so that you have adequate time to complete everything needed.

Thank you!

Drop-Off for all Campers

Drop-off for all campers will take place at the front of the campus, in front of the Main Office at the Camp Check-In Desk. Parents should park their vehicle in the main parking lot upon arrival and walk their child to the Camp Check-In Desk, each morning.

Making Payments for Weekly Fee and Field Trip Registration

All field trip sign-ups and payments are handled through the Main Office. Parents should check their child into Summer Camp at the Check-In Desk outside of the office, and then proceed into the building to make payments or to sign their child up for any field trips, if needed.

Pick-Up for Campers Entering PreSchool and VPK

Campers ages 2 thru age 4, should be picked-up from the Main Office, each afternoon. Parents will need to sign-out their child each day.

Pick-Up for Campers Entering Kindergarten and Older

Campers who are entering Kindergarten or older and are being picked up between 4:00pm and 6:00pm should be picked-up from the side of the campus. Parents will need to enter our campus using the back entrance, accessible via the side road, **Newell Blvd**. Parents will then pull thru the Side Loop located on the side of our building. Parents should then exit their vehicle in the Side Loop and proceed to the Pick-Up Desk, where they will be greeted by a Camp Staff Member and will sign-out their child.

* If you need to make a payment or sign-up for a field trip during afternoon pick-up, between 4:00pm - 6:00pm, you should first proceed to the Main Office for payments/field trips. Once completed, you will then drive your vehicle to the Side Loop to pick-up your child.

* If you are picking up your child outside of the hours of 4:00pm - 6:00pm, you will proceed to the Main Office for pick-up.

* Please review the campus map attached for additional information.

Sincerely,

Mr. Donald Corley