

Pick up & Drop Off Policy

Drop Off Regulations:

Drop off timeframe

Drop off time shall be between 8:00am and 8:30am during the days of camp operation. Day camp registrants will not be permitted to sign in before this timeframe, and full activity participation cannot be guaranteed after this timeframe.

Sign in responsibilities

When the day camp participant is signed into the camps, the individual dropping of the participant will be responsible to claim responsibility to either:

- A. Collect the participant at the end of the day.
- B. Leave a name or list of named individuals who are allowed to collect the child (including contact information if not included on the camper's profile).
- C. Sign and date a document provided by the camp registration allowing the participant to leave the camp without being picked up by a guardian/ parent.

The individual checking the camper in the day camp program will be responsible for signing a log book stating the name and time of the camper(s) they are dropping off. This log is to be signed by the guardian of the child, for each child being checked in by that guardian.

Payment upon drop off

As the Ritchot Recreation Day Camp Program is being operated under a pre-registration policy, digital repayment is the expected normal means of payment. However, for the cases where digital payment is not accessible for the registrant, Ritchot Recreation will accept payment at the time of participant sign in via cheque. Due to the health risks, cash will not be accepted at camp sign in at this time. Please have any necessary payments made via cheque payable to "The R.M. of Ritchot" ready at the time of camp check in. Failure to provide payment may result in suspended ability to register for camps.

Drop off health contingents

Due to the COVID19 pandemic regulations, a health form will be provided at the camp. This form has been constructed specifically for the day camp program using the most up to date screening policy from the Manitoba Government. This form must be answered on behalf of the participant by the individual dropping off the participant. Furthermore, a temperature screening policy will also be implemented at the registration time. The temperature of the camp participant will be read at registration, and camp participation is contingent on the participant not registering a fever. Please see the COVID19 Screening Policy for detailed information. If the camper is unable to be allowed to participate due to health concerns, a full or partial refund will be issued in accordance to the camp refund policy.

Participant provisions

At the time of drop off, the individuals signing in the camp participant is responsible for ensuring the participant has the following items:

- Lunch and appropriate snacks for 2 break periods and 1 lunch period (School safe policies).
- A hat

- Sunscreen (optional)
- A water bottle
- Appropriate footwear for indoor and outdoor activity participation
- Clothing appropriate for the daily weather conditions forecasted
- Any medical or aid devices the participant requires for health purposes (Epi-pen, inhaler, etc)

Medication policy

Upon drop off, registration should be informed of any existing health conditions the participant may have to compare against registration documentation. Should the participant have any condition that requires the provision of a medical device, the existence and location of this device should be indicated by the guardian of the child to registration. It is up to the discretion of the guardian of the participant whether the medical device should be left in the care of the participant, or if the device should be surrendered to the camps staff upon check in.

In the case of medication, any medications the participant may need must be given to camps staff at registration, along with any instructions needed for its administration. The camps staff will be responsible for the distribution and ensuring the consumption of the medication in accordance to the instructions provided.

Pick-up Policy

Pick-up timeframe

Day camp participants are to be picked up between 4:15pm and 4:45pm the day of their participation. Failure to collect the participant within this time frame may result in additional fees being charged, as camp counselors are not on premises after this time frame, and additional childcare provisions will need to be made.

The procedure for failing to collect the participant past the pick-up time listed is as follows:

- 5 minutes before the pick up window ends a courtesy call will be made to the listed contact.
- At the time of the pick-up window closing, the primary contact will be called again if there was no contact initially, and if still no contact is made, a secondary contact will be called.
- Excepting situations where contact is made with the guardian, and a valid reason is given for delayed pick up that will still occur prior to 5pm, an additional \$1.00 per minute will be charged for children left at the camp location past 4:45. These charges will be issued at the discretion of the Programs Coordinator, with the context considered.
- If contact cannot be made with the primary contact, or secondary/ emergency contacts after 45 minutes, local authorities may be notified. This includes failing to pick-up the child, and failing to respond to calls & texts.
- Repeated failure to collect the camp participant within a reasonable timeframe may result in forfeiture of ability to register for future camps.

Sign out policy

At the time of pick-up, the child must be collected by either:

- a. The legal and listed guardian of the child
- b. A listed entrusted individual that has been listed as able to collect the child, and can provide a valid ID to prove their identity.
- c. Be released by the camps staff via being signed out by the staff under the direction of an authorized independent release form that was signed by the child's guardian at drop-off.

If the individual collecting the child is not listed as a trusted pick-up person, and/ or cannot provide valid ID proving their relationship to the child, the camp participant will not be released to the individual. An exception to this can be allowed through voice call authorization of the listed legal guardian of the child, using the number listed on the registration form. Furthermore, the child will not be released from the camps without being signed out by a trusted adult unless an authorization of independent release form has been signed at drop-off.

For the purposes of ensuring the safety and wellbeing of the camp participants, it is mandatory that all children collected from the camp **MUST** be signed out by the authorized adult. Collection of a camp participant without notifying a camp leader and signing the log-book may result in restricted ability to register for future camps.

The authorized adult collecting the camp participant will be responsible for collecting all items brought to the camp by the participant. The camp leaders and the R. M. of Ritchot are not responsible for the collection of personal belongings of the camp participants. Personal effects left by the campers will be collected, and left for collection at the facility lost and found point.