

Parents have entrusted us with their most precious possession—their children. We must do all we can to provide them with the best care while they are our responsibility. Therefore, the following guidelines are intended to avoid any problems on visiting days, incoming or outgoing days, etc.

1. All participants are to be released only to an authorized person. Parents/guardians must complete and sign a form (see below) authorizing release of the camper to anyone other than the custodial parent or legal guardian. Identification will be required for the release of campers to other authorized persons.
2. Authorized persons are to be directed to the Camp Director/Program Director to sign the camper out.
3. If a custodial parent or guardian requests that a camper not to be signed out to a non-custodial parent, such a request must be in writing.
4. When a last-minute change occurs regarding who will be picking up a camper, the new instructions are to be verified with the Camp Director/Program Director from an authorized person.
5. No camper may leave camp at any time without prior authorization from the custodial parent and the Camp Director/Program Director.

No-Shows/Absentees

To be sure that participants have not unexpectedly disappeared, the following procedures will be implemented if a camper does not appear at a pick-up point or at camp when expected. All participants are to be checked in and out each day on the appropriate form. Parents are asked to notify the program if a child is ill or will not be attending as expected. Program personnel will attempt to call parents/guardians and/or emergency contacts if campers are not signed in as expected.

Authorized Release of Participant

Participant Name: _____

Camp/Program Attending: _____

I hereby authorize the following persons to pick-up my child at the end of each day and/or in an emergency:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Signature of custodial parent: _____ Date: _____

Department: _____