



## **\*\*Camper Check-In Procedure\*\***

Here is the procedure to follow to ensure a smooth and efficient check-in process for camp:

1. Upon arrival, choose one of the two available lines to check in your camper(s) at the table. If you find yourself in a considerably long line, please shift to the shorter one.
2. While waiting in line, our volunteers will approach to label your luggage, ensuring it reaches the correct destination at camp. Ensure all items traveling with your camper(s) on the bus are labeled, including items like pillows, and large bags.
3. At the check-in table, provide the first and last name of your camper(s) to one of our Directors (Chris or Sydney). They will check you in, notify you of any outstanding paperwork, and give your camper their camp sling bag. This has their camper t-shirt, name tag, and some other goodies. Their camp shirt and name tag should both be put on!
4. If your camper(s) have any medications, bring them to the Nurses' table located next to the check-in desk. This includes prescriptions, over-the-counter medications, vitamins, melatonin, etc., which will be stored in our med shack for distribution. **\*\*\* All medications need to be in their original prescription bottles. All equipment must be in working order with all necessary supplies\*\*\***
5. Take your luggage to the appropriate bus after dropping off medications. The color of your child's name on their name tag (in the front zipper of their camper sling bag) will indicate whether they are on the Lime Bus or the Burgundy Bus.
6. Campers should remain with their bus group and counselor near their bus until all campers are checked in and we are ready to depart. Once you've left your camper(s) with their bus group, you can leave!
7. There are bathrooms on the bus for campers who need to use them.
8. Buses are expected to depart for camp between 11-11:15 am. On arrival at camp, which is anticipated to be around 1-1:15 pm, campers will receive a sack lunch to eat.

**Please note that if the camper doesn't have enough of the correct medications or necessary equipment, we will contact you. You will then need to either deliver the correct items to camp in Fairfield or come to pick up your camper. Ensuring all items are in order before arrival will facilitate a smoother check-in process.**

We look forward to welcoming your camper(s) and ensuring a memorable camping experience!