

RELEASING CAMPERS AND NO-SHOW CAMPERS

1. Please see the following documents for 13.1:
 - a. Signature release forms – parent or authorized adult pick-up from bus stop (Standard Signature Release Form), and authorized adult (non-parent) pick-up from camp
 - b. Bus pass, mailed to parents prior to camp
 - c. Instructions to bus hostess/bus chaperone – (located in 13.2)

2. Please see the following documents for 13.2:
 - a. Instructions to bus hostess/bus chaperone for absentee campers

PROCEDURES:

Campers are released in one of three ways:

1. Campers whose parents/guardians are volunteer staff do not need a signature release form signed at the end of camp.
2. Campers who take the bus home need a standard signature release form signed by either a parent/guardian or an authorized adult who the parent/guardian has designated on the BUS PASS.
3. Campers who leave camp by personal automobile driven by a parent/guardian need a standard signature release form signed by the parent/guardian.
4. Campers who leave camp by personal automobile driven by an authorized adult (NOT the child's parent/guardian) need a signed signature release form on file, giving the adult permission to remove the child from camp property.

Absentee campers are handled in the following ways:

1. Campers who are expected at a bus stop:
 - a. Instructions are given to bus hostesses prior to departure day.
 - b. Bus hostesses telephone the camp director for verification that the child is not already at camp or has not cancelled at the last minute.
 - c. Camp director telephones the child's parents.
 - d. Whether to hold the bus or make other arrangements is left to the discretion of the camp director.
 - e. Camp director relays instructions to the bus hostess.

2. Campers who are expected to be dropped off at camp:
 - a. Camp director telephones the child's parents when they are 15 minutes late.
 - b. Whether to leave an escort waiting at the designated drop off location or make other arrangements is left to the discretion of the camp director.
 - c. Camp director relays instructions to designated escorts and parents.