



Arrival Procedures:

Busses Transportation– Arrive at the bus stop at 8:15 am, the busses leave promptly at 8:30 am. Staff will sign camper in as they get on the bus. Parents/guardians must stay with their campers at the bus stop until they get on the bus.

Drop off – Parents/guardians will stay in their cars and follow the traffic pattern. A staff member will approach the car when it is time for the camper to get out. Staff will direct camper where to go.

Dismissal Procedures:

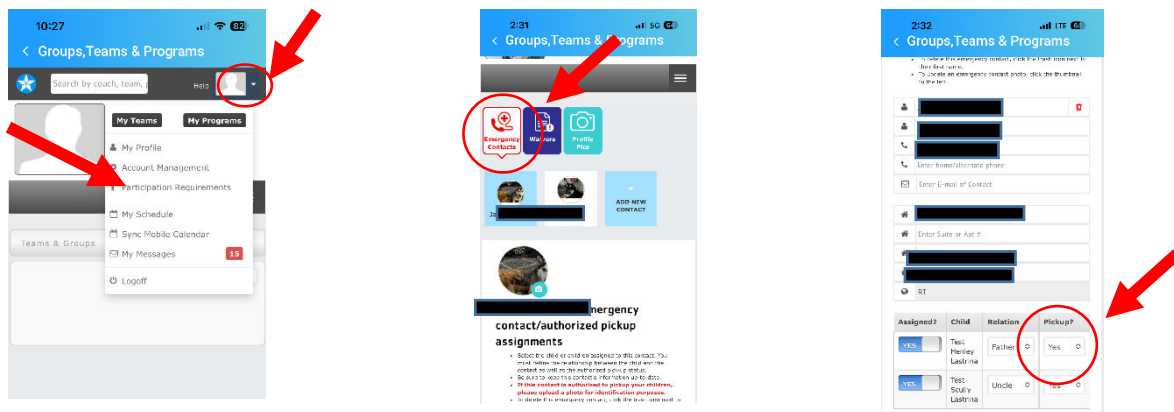
At dismissal, give your name to the staff member and let them know which campers you are picking up. Staff will check **Playerspace** to ensure you are authorized to pick up and check your camper(s) out for the day. **Campers will only be released to individuals listed as an “authorized pickup” on their Playerspace account. It is the parent/guardian responsibility to add authorized pickups for their camper prior to dismissal.**

To add Authorized Pick Ups to your account:

Step 1: Download the Playerspace 2.0 App & log in (same credentials from uploading the health forms) or log in to www.playerspace.com on your computer



Step 2: Select the “Emergency Contacts” tile, and add all authorized pick-ups for your camper (ex. Parent/guardian, grandparent, friends/carpool families, etc.).



Picking up at Camp Ramsbottom: Pickup begins at 4:15, cars will not be let into the parking lot until 4:05 to allow time for busses to leave. Please do not come early!

Picking up at your bus stop: The busses aim to leave Camp between 3:50 - 4:00 pm at the latest, depending on the distance from Camp, most busses will arrive at their stop between 4:10 – 4:30 pm

Early Dismissal Procedures:

- Parents/guardians requesting early dismissal must send a note to the Camp office (camper can give the note to their counselor). You **MUST** sign your child out in the office before leaving Camp.
- Early dismissals must be before 3:00 pm!