

PLAYING MY STORY
CAMP
August 2 - 6, 2010

Drop-off/Pick-up Procedures

Important Information: Drop-off and pick-up will be held curbside of the entrance to the Historical Society of Washington, D.C. located at 801 K Street, N.W. on the K Street side of the building.

Please review the following drop-off/pick-up procedures to increase orderliness and efficiency at the beginning and end of camp sessions. Camp hours are as follows:

Full-day Session: 9:30 a.m. to 4:30 p.m.

After-Camp Program: 4:30 a.m. to 6:00 p.m. (*Pre-registration required*)

Drop-off. Drop-off **begins at 9:15 a.m.**; The camp staff and Youth Camp Assistants (YCA) who serve as the counselors for your child's camp will greet your child each day for drop-off **no earlier** than 9:15 a.m. On Mondays, staff and YCAs will be wearing nametags. Guardians will need to sign-in their camper Monday to make sure we have received all necessary paperwork; for the rest of the week, no sign-in is necessary. The YCAs will escort campers to the camp meeting venue after checking them in. Please note that camp begins promptly at 9:30 a.m., so please try to arrive on time. If campers arrive prior to 9:15 a.m. parents are asked to remain with their child at the designated drop-off area until staff arrives and campers are checked in.

Pick-up. At the end of the day, campers will assemble at the curb in front of HSW **at 4:30 p.m.** Campers must remain with staff or YCAs until they are checked-off and only at that time may they be released. You will be mailed or emailed a camper pick-up card to be used for the pick-up process. This card ensures that the child leaves camp with the appropriate authorized person. **Please have the pick-up card in-hand or displayed on your vehicle's dashboard when you arrive to pick-up your child.**

Cars should pull up to the loading area in front of the Historical Society of Washington, D.C. **no more** than ten minutes prior to the scheduled times for arrival and dismissal of camp. If you will be picking up more than one camper, please bring the camper pick-up card for each child.

Adhering to the scheduled times for arrival and dismissal is **critical**. Please note that all parents are encouraged to remain with their cars at the time of drop-off and pick-up because these areas are not parking spaces. The drop-off area in front of the HSW is under the domain of the D.C. parking enforcement, therefore Historical Society of Washington, D.C. may not be held responsible for any tickets issued for cars left in the loading area unattended. If you arrive and the curbside area is full, we recommend that you circle the block until some of those individuals pull away.

In the event of a late arrival or early pick-up, parents are responsible for accompanying their child to the appropriate place. The receptionist at the desk should be able to guide you to the appropriate venue. During drop-off, a HSW Camp representative will remain outside HSW until ten minutes after the campers have reported to their camps (9:40 a.m.) to check-in any latecomers and escort them to camp.

After this time the child must be accompanied to the appropriate classroom by their parent. In general, parents should not pick-up or drop-off children at their classrooms unless otherwise requested by a HSW Camp staff person. If a camper needs to be dismissed early, please notify HSW Camp Instructors as soon as possible, and also remind the attending YCA of this early departure at drop-off.

If someone other than the parents will be picking up a child on a particular day, please list them as an authorized person (as indicated on the drop-off/pick-up form). If this changes, you must send the child to camp with a note, signed and dated, indicating the change in arrangements. Please also include all appropriate phone numbers so that Camp Staffers can call to confirm this change. **Failure to follow this procedure will mean that your child will not be released to another person.**

If you would like to register for the After-Camp Program (4:30—6:00 p.m.) which costs \$80 per week, please call (202) 383-1828. After-Camp involves a Monday-Friday commitment and is not available for daily drop-ins. While we understand that emergencies arise from time to time, repeated tardiness is an inconvenience to the HSW staff and unfair to the child. If tardiness is not remedied, you may be asked to discontinue with the program.

In case of severe inclement weather, campers will be held inside the HSW until conditions are safe enough for them to exit. Please remain in your vehicles and campers will be released to you when the weather clears. It is our goal to provide a safe environment for your child—please assist us by following these simple procedures.

Thank you for your cooperation. We are looking forward to a terrific summer

Arriving late to pick up your child presents a significant challenge to the staff. If you expect in advance to be late picking up your camper, please contact the HSW Camp Staff before 4:00 p.m. at 240-432-3507.

In the event that you are late, you will be charged late fees as follows:

Pick-up after 4:45 p.m.—a \$15 late charge will be applied.

Pick-up after 5:00 p.m.—an additional \$15 late charge. Total \$30

Late charges will increase by \$15 every subsequent 15 minute period

Payment must be made at time of pick-up. Any child who is not picked up by 5 p.m. will be held with the After-Camp program. Check signs at the HSW entrance for any changes in After-Camp location.

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