

## The Registration and Departure Process – Youth Camp

### Registration:

For a smooth registration process, and in order for us to safely care for you, you must follow all steps. We will be following the same process we did last year to continue to keep camp safe and reduce exposure. We may require masks during arrival; this information will be shared three weeks prior to Camp.

As we did last year, our healthcare staff will make pre-check in phone calls the week prior to Camp to help speed along registration. This allowed us to shorten registration time for most families to under a half hour.

Please check your confirmation email/letter for your arrival times. These are based on last name. If you cannot find your confirmation email/letter, the arrival times are listed below.

Sunday arrival: 1:00-4:00 PM

Arrival Time	Last name starts with
1:00-1:30	I-L
1:30-2:00	M-P
2:00-2:30	Q-U
2:30-3:00	V-Z
3:00-3:30	A-D
3:30-4:00	E-H

- At the front gate, you will be welcomed by a greeter who will check to make sure you are registered at Camp and are there at your scheduled time. Make sure to have your luggage with you and remove any paperwork or medications you'll need for registration.
- Your luggage will be tagged in the center circle of grass in front of the trading post by staff, then they will assist you to place it by the cabin signs on the grass for you to pick up with a staff member at the end of registration.
- In front of the trading post, you'll be welcomed by our Support Specialists who will confirm multiple questions.
  - For all, how you'll be getting home. You'll also have your wristband given to you to wear for the week, as well as given your health file to take with you to the health lodge.
  - To have you fill out a departure form with who is picking up the camper, what time they will be here, a contact number for that pick up person and whether or not to donate or refund the trading post balance.
  - For youth with diabetes, you will head over to the Lead Medical staff table after this to verify that you have all of your logging paperwork and supplies.

- Under the maple tree by the ramp of the Dining Hall you'll discuss any special diet needs with the kitchen staff.
- At the picnic table in front of the crafts building we will take a photo of each camper for risk management purposes. We will also ask if you would be willing to be interviewed during the week to help us tell the Camp story for fundraising.
- Then a healthcare staff member will then do a head check for lice in the crafts building.
- At the Health Lodge you will hand your file to our Camp Director Andrea.
  - If you have no medications, she will ask a few questions quickly.
  - If your camper has medication (non-diabetes related), she will send the parent/guardian in to drop those off with a licensed healthcare professional.
- At this time, for all camps except diabetes camp, campers will say goodbye to their parent/guardian and go with the staff person to get their luggage and head down to the cabin.
- For campers with diabetes, they will leave the health lodge and go meet with their diabetes medical staff to review the five days of logging forms, diabetes supplies you are bringing to Camp and any other questions. This process should go very quickly as it was pre-reviewed by the Lead Medical Staff.
- Then campers with diabetes will say goodbye to their parent/guardian and go with the staff person to get their luggage and head down to the cabin.

Please know that we will not allow parents/guardians to walk down to their camper's cabins or see the space. It allows for campers and staff to begin getting to know each other and for the campers to take on the responsibility of unpacking and getting settled. Our staff will assist campers and get them orientated and settled into cabins.

### **Departure:**

Departure is a general time frame from 9:00 – 11:00. Campers will be eating breakfast from 8-9 AM, and then will move their luggage outside of the cabins in preparation for departure. Once that is done, we will have the departure process begin.

- At the front gate, you will be welcomed by our Support Specialists and must give them the carbon copy of the departure slip. If you do not have it, you will be asked to show ID. If you cannot do that, or the name does not match, our Camp Director, Andrea will be called to come verify that you are the correct pick up person. The Support Specialist will radio your camper's staff person for them to bring your camper to the rec shelter with their luggage while you check out with the health lodge.
- The Support Specialists will initial one corner and give the carbon to you to bring over to the health lodge station in front of the house in the parking lot.
  - If your camper had no medications, you will go to the no medication line. This is to check in and ensure that there were no health lodge visits.
  - If your camper has medications, you will go to the medication line, get the medications back, review the forms showing the medications given and sign an acknowledgement that you did get medications returned to you.
- The healthcare staff checking you out will initial the other top corner of your carbon copy of the departure slip and give it back to you.

- You will head to the rec shelter and await your camper and staff person there.
- Once you see the staff person, you must give them the carbon copy of the departure slip before taking your camper and their luggage. This is our double check system to ensure campers go home with the right person.
- After this process is complete, if you and your camper wish to go inside the main gate to visit the Trading Post, you may do so. However, that is the only building you'll be able to go into. Rest rooms are available in the rec shelter.