



# 2023 TRYON FOREST ADVENTURES

## CHECK IN & PICK UP PROCEDURES

In an attempt to minimize large group sizes here is an outline of daily check in and pick up procedures. Families will receive group assignments in an email the week prior to your session start date.

### Location

Parents, guardians, or caregivers are to check in and pick up at the same designated area, generally located at the picnic tables in the middle of the two main parking lots.

### Staggered Times

#### Groups 1-3

- Check In Time: 8:30am
- Start of Session 8:45am
- Check Out Time: 4:00pm
- Pick up by: 4:15pm

#### Groups 4-6

- Check In Time: 8:45am
- Start of Session: 9:00am
- Check Out Time: 4:15pm
- Pick up by: 4:30pm

### Guidelines for Check In and Pick Up:

- Masks are encouraged indoors upon check-in and pickup
- Children must be escorted by parent, guardian, caregiver, or authorized adult and be received by staff/instructors.
- Staff will check photo ID and record the name of any person dropping off or picking up.
- Staff will confirm all required forms and information before the student is received.
  - Emergency Contact Form
  - Medical Authorization Form
  - Covid-19 Waiver
  - Snack/water/lunch
- Prior to student departure with staff/instructors, they will ensure that participants:
  - Have secured their personal belongings
  - Clean up any space or work area

Occasionally parents, guardians or caregivers of participants do not show up by the end of dismissal. Should this occur, participants remain with authorized staff, while staff try to reach the emergency contact.

