



# Drop-Off and Pick-Up Policy

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Monarch Park Stadium (MPS) and Central Tech Stadium's (CTS) main priority is the safety of all campers. MPS/CTS implements a strict Photo I.D. protocol for parents, guardians, and care givers picking up campers from the facility.

## **1. Drop-Off**

- a. All campers are to be dropped off directly to their group counsellor in their designated drop off areas
  - i. Camper attending early care are to be dropped off to early care counsellors in the designated area.

## **2. Pick-Up**

- a. Campers are only to be released to Authorized pick-up persons identified on the authorized pick up persons list for each camper
- b. Counsellors will request authorized pick-up persons to present photo I.D. during pick-up
- c. Campers will only be released if:
  - i. The ID matches a name on the authorized pick up persons list
  - ii. The ID photo matches the image of the person who provided said ID
  - iii. The authorized pick-up person is noted to pick-up on that specific day
  - iv. The counsellor without a doubt is comfortable releasing the camper
- d. If a counsellor is not satisfied with ID or ID cannot be provided a call will be made to the primary parent/guardian to confirm pick up.

## **3. Authorized Pick-up Persons**

- a. Authorized pick up persons must be listed during registration process, and before the beginning of the program start date including campers who will be walking home alone
- b. Primary parent/guardian must provide the following information regarding authorized pick-up persons:
  - i. First and last Name
  - ii. Days they will be picking up (if necessary)
  - iii. Campers first and last name
- c. Last minute changes due to unforeseen circumstances must be called in AND emailed to the supervisor of the program at the earliest convenience with the following information:
  - i. Your First and Last name
  - ii. Phone Number
  - iii. Authorized pick-up person's first and last name
  - iv. Camper's first and last name
- d. Campers will only be released with written confirmation (email) of pick-up changes and only if information provided matches registration documents
- e. Authorized Pick-up changes will not be accepted verbally or to counsellors