

# Check-in and Check-out Procedures

## 2021 Summer Camp



**Camp Fire**  
MINNESOTA

**Our goal is to provide a timely and easy check-in/check-out process for everyone – and we need your help!**

Before your week at camp, please review the following procedures that are NEW this summer.

### HAVE YOUR CAMPER “CAMP READY” BEFORE YOU LEAVE YOUR HOME

Before you leave home each morning, get your camper "camp ready"! This includes:

- applying sunscreen & insect repellent
- having their backpack & lunch bag fully packed and ready for camper to hop out of the car at check-in.
- giving your big hugs and letting your camper know that you won't be able to get out of the car with them once at camp, but that they'll meet an awesome camp counselor when they arrive!

Our staff will be ready to greet your camper and see them to their group. Let your authorized drivers know that they need to plan to stay in their vehicle at all times.

### WHAT TIME TO ARRIVE

	Before Care <i>(registration required)</i>	Check-in**	Check-out**	After Care <i>(registration required)</i>
<b>Monday – Thursday</b>	8:15 – 8:45am	8:45 – 9:30am	4:30 – 5:15pm	5:15 – 6pm
<b>Friday</b>	8:15 – 8:45am	8:45 – 9:30am	1:00 – 1:45pm	n/a

**\*\* Whenever possible, please help reduce the line and wait time:**

- Last names starting with **A – M**: arrive in first 20 minutes of check-in/out time.
- Last names starting with **N – Z**: arrive in last 20 minutes of check-in/out time.

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## CHECK-IN:

1	2	3
<p>As you enter the driveway, take note of Health Screening Questions posted.</p> <p><i>If your camper is displaying any of these symptoms they need to stay home until they have been symptom-free for 24 hours</i></p>	<p>Stay to the right where the driveway splits as you enter.</p> <p>Staff will direct you to one of eight curbside check-in spots.</p> <p>Remind your camper you're not getting out of the car with them.</p>	<p>Once at your curbside check-in spot:</p> <p>Staff will greet you and call over a counselor to bring your camper to their group.</p> <p>Campers will gather their things and say goodbyes in the car.</p> <p>Parents/Guardians please plan to stay in your vehicle.</p>

**IMPORTANT:** At least two weeks before camp, verify your camper's health form is completed and all waivers signed. Unsure if these are completed? Email us at [info@campfiremn.org](mailto:info@campfiremn.org).

## CHECK-OUT:

1	2	3
<p>Every day, have two things ready:</p> <p>your ID</p> <p>dash sign on your dash (from Monday check-in)</p>	<p>Stay to the right where the driveway splits as you enter.</p> <p>Staff will begin to call for your camper to come to the parking lot.</p> <p>Follow directions from staff.</p>	<p>Once at your curbside check-out spot:</p> <p>Staff will check your ID to verify you are authorized to pick up your camper. Bring your camper to your vehicle and help them in!</p> <p>Parents/Guardians will show their ID. Please plan to stay in your vehicle.</p>

**IMPORTANT:** Anyone picking up your camper must be on the Authorized Drivers list. To check or add authorized drivers, email us at [info@campfiremn.org](mailto:info@campfiremn.org).

**LATE CHECK-IN & EARLY CHECK-OUT:** Please notify us at least a day in advance by phone or email – (612) 235-7284, option 1, or [info@campfiremn.org](mailto:info@campfiremn.org) for any late arrivals or early check-outs. *Early check-out is available until 3:45pm, please plan accordingly.*