

Pine Koll Camper Pickup Information Form
Sprouts- Trees (Ages 3-12)

Parents: You must complete this form and sign on the back for each Pine Knoll camper. This form ensures the safety of each camper, making sure safety precautions are in place and the designated driver gets your child home safely.

Below, please fill in the names of the drivers that are allowed to pickup your child at camp. Also, please include the make and model of the vehicle. This allows our staff to identify the correct person that should be picking up your child.

Name	Make and Model (Car)	Relationship to Camper
1.		
2.		
3.		
4.		

Driving and Parking

Please note that if you need to park your vehicle, you are to park on the second tiered driveway and walk up the stairs or up by the office, if there is space.

Our drop off and pickup procedure has changed this year to make sure your child is picked up safely and that our pickup routine can run smoothly without any issues.

Drop off and Pickup

Drop off will promptly begin at 8:00 am. Please do not drop your child off before 8:00 am unless they are attending before care, which begins at 7:30 am. **If your child is dropped off before 8:00 am and they are not signed up for before care, you will be charged for early care.** Early care and after care are to paid for ahead of time at the Recreation Department.

Drop off will start at the top of the hill by the front office/pool. Each child will exit the vehicle with the assistance of a counselor and proceed towards the baseball field to meet with their head counselor. This is where your child will check in for the day. Drivers will continue to drive and exit down the hill towards Allen St.

Pickup will start at 3:30 pm and will run until 4:00 pm. This allows pickup drivers a half hour window to arrive at camp. If you arrive before 3:30 pm, the driver will come all the way up the hill, around the front of the office and put their car in park by the hill leading up to the pool. Each driver will follow and make a single file line before the first vehicle, making a car line. The staff will be directing traffic. Please do not exit your vehicle at pickup. The staff will be placing each child in their designated vehicles. If you need to fasten your child in the car, please continue through the line and pull over in one of our tiered driveways and then proceed back into line to exit. This will allow each car to exit safely and promptly to ensure we finish pickup on time.

***If you arrive after 4:00 pm when pickup is finished, you will be charged a late fee for after care. Please see Parent Handbook for fees and charges.**

Please bring your photo ID every day for pickup. Once counselors become familiar with parents, they will not ask for ID. But, that does not mean that in the future they will not ask again. *It will be crucial for your child's safety to bring an ID for pickup daily.*

If you need someone else to pickup your child that is not on the list, please call Ali, our Camp Director or email her before pickup begins. The contact information is listed below.

Camp Director- Ali Bates
Email- Alison.bates@eastlongmeadowma.gov
Phone- 413-782-3445

Parent Signature: _____

Date: _____