



Healthy Herd Youth Camp Drop Off and Pick Up Procedures

All camper drop off, between the hours of 7:30am – 9:00am, and pick up, during the hours of 4:00pm – 5:30pm, will take place on the 5th avenue pull off. This is located on the backside of the Marshall Recreation Center across the street from the CVS.

During the hours of 9:00am – 4:00pm parents will need to park in the Stadium Parking Lot, located across from the Rec Center off 20th Street, and escort their campers into the lobby of the rec center to drop off or pick up. The staff at the front desk will call for the Camp Supervisor who will take you through the drop-off/pick-up process defined below. We ask that especially pick up, even parents with memberships, wait at the front desk and not try to find their kids throughout the facility.

Drop-Off Procedures: During the hours of 7:30am – 9:00am parents will pull up and park their cars on the 5th street pull off. Then we ask that you please bring your child into our facility for camp. Our camp staff will ask for you to sign your child in for camp. Once you enter the facility the camp counselors will help your child put their belongings (backpack, water bottle, and lunch) in the appropriate areas. Then the camper will be taken directly to court 4 to begin the day!

- If your child's name is not on our roster, then we will need to verify your child's registration for that week of camp BEFORE they drop off their belongings and begin the day. Unfortunately, the only way to do this is to radio to the front desk and verify the enrollment through their computer. We ask that you are patient with us as we are operating at close to max capacity and cannot exceed our total camper number as set by the State of West Virginia.
- Please remember that you **WILL NOT** be able to drop your child off for camp unless their Registration Packet has been completed and submitted in its entirety. Our camp supervisors will relay to you, at the time of drop off, if there are any outstanding issues with paperwork.

Pick-Up Procedure: During the hours of 4:00pm – 5:30pm parents will pull up and park their cars on the 5th street pull off. Please stay in your car and wait for the Camp Supervisor to come out. Pick up will then proceed in the following way:

- The camp supervisor will ask who you are there to pick up and **ask to see your photo id**
- Your ID will be used to ensure that you are on that camper's authorized pick up list
 - If you are not on the authorized pick-up list, then you will be unable to pick up that camper
 - **ONLY** the Primary Contact for your camper will be able to make changes to the authorized pick-up list. This includes the addition or removal of names. In order to add or remove names, the camp office will need a signed letter stating that changes to be made from the camper's primary contact. The primary contact **MUST** be the one to deliver the letter to camp staff. There will be **NO EXCEPTIONS** made to this policy. If you have any questions please contact the camp director, Zach Kula, at 304-696-4652 or by email at kula@marshall.edu
- Once it has been determined you are able to pick up a camper, we will radio for your camper, and they will be brought out to you.

During the pickup process, camp staff will relay any important information to you regarding your camper. Typically, this will include any accidents, incidents, or administrative issues that occurred throughout the day. If any major incidents occur the primary emergency contact of the child will have been contacted before this point in time.