

Worcester JCC Summer Camp 2018 Drop Off & Pick Up Procedures

Drop Off Procedures

Front Desk Staff

Main Drop off time (8:30AM – 9:00AM)

Front desk staff is responsible for greeting those entering the building also being aware of who enters. There will be times when they are busy helping people during main drop off times so it is important camp staff is present and proactive in directing parents and campers as they enter.

Before Camp, during camp day, early pick up

Before Camp front desk staff becomes responsible for taking in and directing those who come to camp early to the designated early care areas and granting access through the turnstile, at this time of day parents are responsible for walking child to their designated area.

During camp day front desk staff is responsible for notifying camp staff and or directors that a camper has arrived late by walkie talkie or by phone and granting parent and camper access through turnstile.

Early pick up front desk staff is responsible for contacting camp director by walkie talkie or phone, or camp staff if director not available to greet the parent or pick up person at the front desk to ensure the person is parent or designated pick up person. Each camp will follow their own pick up protocol as camper is dismissed in this situation.

Early Childhood

Will have staff stationed at preschool doorway taking in parents and participants during camp drop off times.

Non Member Parents will be let through Turnstiles but day camp and or sports camp staff that will be designated to monitor the turnstiles.

Sports Camp

Sports Camp Staff will be stationed outside at the front drop off point, at turnstiles taking in parents and at the gym entrance checking people in. Staff and or directors will be stationed in these areas at main drop off times.

Day Camp

Day Camp Staff will be stationed at the main lobby doors greeting people and at the turnstiles taking in parents and participants and directing them to their home base in the building. Staff and or directors will be stationed at these areas during main drop off times.

Pick Up Procedures

Early Childhood

Early childhood parents will be granted access by the front desk and greeted at the preschool doorway by early childhood staff for pick up.

Day Camp

Lower Unit will be in the courtyard and will be given access by day camp staff to the through the turnstile to the courtyard to be signed out.

Upper Unit will follow the navigation procedure to go to their pick up point at the front field where they will be signed out by parents.

Sports Camp

All sports campers will follow the navigation procedure to go to their pick up point at the front field where they will be signed out by parents.

Extended Day

The front desk will grant access to parents or designated pick up people through the turnstile so they can pick at the designated areas for each camp.