

Camp Check-In Procedure

REVIEW THIS FORM

- Check-in time is 2:00 p.m.
- We will have volunteers to help direct you to the parking area. After parking, make your way to the front of Grisham Hall. This is where campers will be checking in.
- There will be five stations that **all campers must go through**:
 - Registration
 - Paperwork
 - Med Shed (Nursing)
 - Health Screen
 - Photograph

STEP 1: Registration Check in and receive your camper's check-in card, sorted alphabetically by surname/last name. If you have more than one camper to check in and they have different surnames, ensure that you alert the volunteer staff to receive all cards. Here, the check-in process will be explained, and each camper will receive a card with his/her name and cabin number on it. Campers will receive a different colored mark on this card at the next four stations. This way, we will know that campers have successfully visited each station.

STEP 2: Paperwork Staff at this station will be checking your required camper forms and documents. If you have not already submitted all of your paperwork, this is where you must hand it all in; including the ORIGINAL copy of the Notarized Permission Form. We strongly advise you to send in your paperwork well in advance of camp. This will save you time at check-in. *A notary will be on hand in case you need one.*

STEP 3: Med Shed (Nursing) Go to the table with your camper's cabin number above it. ALL campers, regardless of whether or not they have any medications, must see the nurse. Here you will go over the medications your camper is taking, confirming dose and schedule, as well as answer any questions the nurse may have for you. Please bring enough medications for the entire week in their original containers. Please label all bags/ice packs containing growth hormone injection equipment with child's name. You will turn in your Medical Update Form (if applicable) here.

STEP 4: Health Screen Staff will do a quick check for rashes, signs of coughs, colds, sore throats, and will ask about recent contact with sick people.

STEP 5: Photograph Get ready to smile and hand over your card to have your camper's name input into the computer while having your picture taken.

****Someone will be standing between the photograph and the health screen areas. If there's a line for the health screen and no one is waiting for their picture to be taken, we will move you over to get your picture taken and get you back in your original place for the health screen, and vice versa.*

After visiting all four stations, each camper should have 4 marks on their card. You are checked in!

You will then go through the welcome gauntlet to meet the cabin counselors and other campers! 😊

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