

Drop-off and Pick-up Procedures

In order to have a safe and smooth drop-off and pick-up system at Running Brook Day Camp, we need the full cooperation of all the parents. Please carefully read and then follow the procedures outlined below.

Morning Drop-off

Arrive at the Chapel Hill School between **8:50 and 9:00 A.M.** Once on school property, **slowly** drive straight ahead on the main road past Worcester Hall, veer left and go over the bridge making a U-turn in the North Hall Lot. Pull up beside the high ropes course where counselors will greet you and help your child get out of the car. **Do not stop and get out of your car.** Once your child has been dropped off, proceed ahead across the bridge, past Worcester Hall and to the exit.

If your child needs to be escorted to the ropes course assembly area, you must park in the North Hall Lot. Then walk your child across the road to get to the assembly area. Please only do this if is absolutely necessary. **Cars cannot be parked in the drop-off zone.**

Afternoon Pick-up

At the end of the day, arrive on campus between **3:50 and 4:00 P.M.** Proceed to the ropes course assembly area by as directed by the traffic counselor on duty. While in line, another counselor will come by to find out who you are picking up. If someone other than a child's parent is picking her/him up, that person's name must be on the Camper Release Authorization list. **A camper cannot be picked up by a driver whose name is not on that list.** (Please note: you sent us a completed authorization form as part of the registration process.) Once you arrive at Assembly area, your child will be called, placed in your car and seat belted. After your child has been put in the car, proceed ahead toward the exit. Please do not get out of your car as the counselors will be there to assist your child.

If you come to pick up your child during the day, park in the Worcester Hall Lot and come to Room 101 in Worcester Hall. Be sure to call ahead so that we can have your child waiting for you in the office.