



For-Mar Nature Day Camp

Arrival and Departure Procedures & Release Authorization Plan

R 400. 11117(3)

Name of camper: _____

Arrival and Departure Procedures

1. Campers are supervised at all times, including during arrival and departure.
2. All staff members are trained in the event of an unauthorized person attempting to pick up a camper from the program.
3. The drop-off and pick-up location will be located at:
For-Mar Nature Preserve & Arboretum
DeWaters Educational Center 5360 E. Potter Rd., Burton, MI 48509
4. Drop off begins **no earlier than 8:45am**
5. Pick-up time is promptly at noon for Tadpoles, and at 3pm for Owlets and Eagles.
6. If a Tadpole is picked up after those times specified (Noon for Tadpoles, and 3pm for Owlets and Eagles), a late fee of \$10.00 for every 15 minutes that they are late, per camper. **This late fee will be charged to your account.**

For a camper remaining after 3pm

- a. At 3:10 pm use Emergency Card to make 1st contact with parent(s).
- b. At 3:15 pm use Emergency Card to make 2nd contact with parent(s). You will begin to incur a late fee of \$10.00, for every 15 minutes late.
- c. At 4 pm we will call a Park Ranger for child neglect.

If a person attempting to retrieve a camper is NOT already listed on the initial registration forms for summer camp, a written authorization for pickup must be filled out at camp. This includes:

1. When the camper is to be released.
2. How & where the release will occur.
3. Who the camper is to be released to (must show ID).

All persons attempting to retrieve a camper must be listed on the Day Camp Registration form and must have their driver's license or state-issued ID with them.

1. For-Mar Nature Day Camp Staff will call the camper's parent/guardian in the event an unauthorized person is attempting to retrieve their child.
2. If parents cannot be reached, the Camp Director is notified immediately.
3. If the Camp Director cannot be reached, please inform the Front Desk and ask that they call a Park Ranger.
4. Camper must stay in the custody of For-Mar Nature Day Camp Staff, and/or a Park Ranger, until the parent is able to retrieve the camper.
5. In the event the unauthorized person is unruly and demands possession of the camper, a Park Ranger is to be notified immediately.

By signing this document, I am aware of the above policies.

Parent Name: _____

Parent Signature: _____

Date: _____

