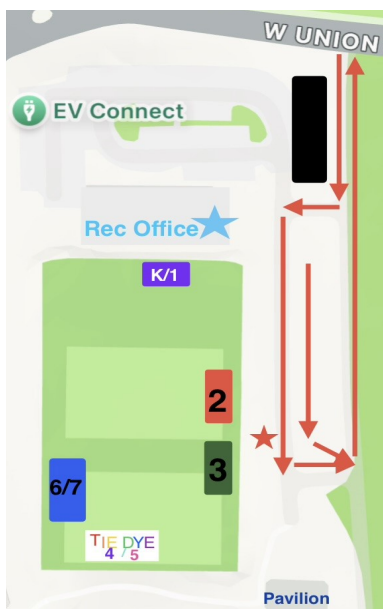


ARC Drop Off & Pickup Procedures



Typical Drop Off:

Drop Off is from 8:45-9:10 AM. We use a rolling drop off system at ARC. When you enter the Community Center parking lot please turn left towards the fields, you will stay to the right side in the parking lot parallel to the sidewalk (pull as far down towards the green playground as you can). During times we will have TWO lanes open for drop off Each morning a staff member will approach your vehicle to check-in your child(ren). **Please do not have your child (ren) exit your vehicle until the staff member says it is ok to exit.** When possible please have children exit on the passenger side of the vehicle. Early drop off starting at 7:30 is available for an additional fee, space is limited and advanced registration is required and is now open for registration in MyRec. Our daily activities will start at 9:10, so you have a large drop off window before the fun starts! If you will be arriving after 9:10 please contact the office to make arrangements for one of the directors to meet you and check-in your child(ren) when you arrive.

Typical Pickup:

Pickup is from 3:40-4:00 PM. If you need to pick your child up before 3:15 please arrive before 3:00, there will be no dismissal during our afternoon circle (3:15-3:40). Again traffic is ONE-WAY. Stop at the purple circle to check in (extremely helpful if you put your last name on a piece of paper in large print), then you will pull in and park perpendicular to the sidewalk (I—) to wait for your child to come to your car. After your child is in your vehicle please continue to the far end of the parking lot and exit by the green playground. The lower lot is blocked off from 9:15 -3:40 for safety, if you arrive before the “gate keeper” unlocks the chains please be patient, we will be there soon. If we backup onto 135 it may be necessary to circle through the upper lot as pictured.



Rainy Day Drop Off & Pickup:

Pickup is from 3:40-4:00 PM. We will be dismissing the children from the main entrance at the front of the building. Follow the State Park Road to the far entrance near the green playground (where you normally exit, Please do not pull into the top parking lot entrance). Then drive UP the gravel parking lot towards the building. (Use caution at the main entrance [yellow circle] for exiting traffic). The line will continue around the OUTER perimeter of the upper lot (like normal). Kids will exit the main entrance at the front of the building and will load where the **green arrows** are. Please remain **INSIDE** your vehicle so we can keep traffic moving. Once your child is loaded and safely buckled continue forward to the main entrance to exit the parking lot (red arrows). Please look for the staff member in the yellow circle before crossing the path of cars driving up from the lower lot.

Field Trip Day Pickup:

On field trip day we aim to be back at ARC at 3:45 but that doesn't always happen with traffic. The safest and easiest way to conduct dismissal with us arriving so close to this time is to have the parent/guardians **walk over to your child's tent site and sign them out directly with their counselor.** When you arrive at the Community Center for pick up **please park in a spot (use both upper and lower lots)** and then head to your child's designated meeting spot (see drop off instructions for Grade tent site locations). For the safety of the kids and the sanity of the staff please don't try to sign out with your child's counselor as they are leading the kids from the bus to their site. Thank you.