

Check-in/Check-out Procedures East Fork District Cub Scout Day Camp 2024

Check-in

Scouts will arrive between 7:45am and 8:00am and will report directly to their den walker (“Trail Boss”) at their den tent (“Camp Sites”) Parents/guardians are expected to get their scouts out of the car and to their designated den tent. Tents will be directly off of the (“Trailhead”) parking area, clearly marked with their den name and color.

At check-in, parent/guardian must speak with the den walker to clearly state that they are dropping off their scout, at which time, the den walker will write the time the scout is dropped off. If the scout is to be picked up early that day, the parent/guardian must tell the den walker what time the scout will be picked up so that the den walker can indicate that on the attendance sheet.

All Tiger scouts must remain with their adult partners for the entire day but are still required to check-in with their den walker to ensure proper attendance is taken.

If a scout arrives after 8am, the parent/guardian must check the scout in at the First-Aid/Camp Headquarters (“Base Camp”) tent located next to the Restrooms. Scouts arriving late will be escorted to their dens by their parent/guardian AND a camp staff member. Once the scout is at the den, the den-walker must acknowledge that the scout has arrived and write the time that they are dropped off.

Check-Out

Scouts will be picked up between 4pm and 4:15pm and will be picked up at their den tents (“Camp Sites”). Parent/guardian must sign each scout out with the time, printed name and signature of person picking up. Den walkers will check photo-id of person picking up scout in order to ensure that that person is on the scout’s approved Check-out list. Approved Check-out list must be completed prior to MONDAY Check-out or ONLY the parent/guardian who signed the initial camp registration forms will be allowed to Check-out the scout.

All Tiger scouts must remain with their adult partners for the entire day but are still required to check-out with their den walker to ensure that Camp Staff are aware that a scout has left camp.

Scouts that are not picked up by 4:15pm will wait at the First-Aid/Camp Headquarters (“Base Camp”) tent with camp staff until an approved parent/guardian arrives to check-out the scout. If an approved parent/guardian does not come to check-out the scout by 5pm, the scout will be considered abandoned and the camp staff will contact Clermont County Sheriff’s Department to collect the scout. Camp Staff will NOT release a scout to a person who is not on the approved check-out list for any reason.

Example of attendance sheet:

| Scout Name | Date | Time-in | Early Dismissal (please indicate) | Time-Out | Name of pickup person | Signature of pickup person |
|------------|-----------|---------|-------------------------------------|----------|-----------------------|----------------------------|
| J. Scout | 6/10/2024 | 7:50 | Yes, pick-up by grandmother at 3:15 | 3:15 | Gma Scout | Gma Scout (signed) |