

## Smithsonian Summer Camp 2022 Drop-off/Pick-up Procedures

Drop-off and pick-up will be held outside the entrance of the S. Dillon Ripley Center located at 1100 Jefferson Drive, SW, just before the Smithsonian Information Center.



Please review the following drop-off/pick-up procedures to increase orderliness and efficiency at the beginning and end of summer camp sessions. Please also carefully read the additional information on inclement weather, parking, and late arrivals and early pickups.

Summer camp hours are as follows:

<b>Before-Camp Program:</b>	8:00 a.m. – 9:30 a.m. <i>(Pre-registration required)</i>
<b>Camp Session:</b>	9:30 a.m. – 5:00 p.m.
<b>After-Camp Program:</b>	5:00 p.m. – 6:00 p.m. <i>(Pre-registration required)</i>

## Smithsonian Summer Camp 2022

### Drop-off/Pick-up Procedures

---

### **You must sign in and out your child each day.**

#### **Your Camper's First Day of Camp:**

Camp staff and Youth Teaching Assistant (YTAs) can be identified by their Summer Camp T-shirts and nametags.

<b>1</b>	On Monday, please check in at the staff desk outside the Ripley Center to pick up your camper's camp t-shirt, <b>show your camper's COVID-19 vaccination card</b> , and ensure we have all your necessary paperwork in order. Each camper will receive one shirt, regardless of the number of weeks he/she is enrolled in camp and will only be given the size shirt indicated at registration. You will be given a car sign to place on your windshield. <i>This does not mean that you will not get a ticket.</i>
<b>2</b>	Once you have checked-in, look for a sign with the name of your camper's camp. Take your child to meet his/her campmates and sign in with the volunteer Youth Teaching Assistants (YTAs). Your child will receive a name badge that they must wear while at camp.
<b>3</b>	Campers should wear clothes appropriate for camp activities, heat index, and weather, as well as face masks at all times while indoors. No weapons allowed. Please apply sunscreen.
<b>4</b>	If your child is attending camp for more than one week, you may sign-in directly with their YTAs on subsequent days and weeks without needing to stand in line at check-in with staff.

#### **Drop-Off Procedures (any day other than your camper's first day of the summer)**

<b>1</b>	Cars should pull up to the loading area in front of the Ripley Center on Jefferson Drive <b>no more</b> than ten minutes prior to the scheduled times.
<b>2</b>	Bring your camper directly to the YTA associated with your child's camp. YTAs will be upstairs in front of the Ripley Center kiosk no earlier than 9:00 a.m. It may be a bit later depending on how many children they need to pick up from Before-Camp.
<b>3</b>	The YTAs will escort campers to their individual camp classrooms starting at 9:30 a.m., after all of the campers have signed in.

## Smithsonian Summer Camp 2022

### Drop-off/Pick-up Procedures

---

4

Please note that camps begin promptly at 9:30 a.m., so please try to arrive on time. If campers arrive after 9:30 a.m., it is the responsibility of the parent/guardian to escort the child to the camp classroom in the Ripley Center. Please check in with camp staff so that we may ensure that your child arrived.

#### Pick-Up Procedures:

1

You will be emailed a camper pick-up card to be used for the pick-up process two weeks prior to the camp. This card ensures that the child leaves camp with the appropriate authorized person. **You must have the pick-up card in-hand or pulled up on your phone when you arrive to pick-up your child.** If you will be picking up more than one camper, please bring the camper pick-up card for each child. You may make photocopies to distribute to other family member or responsible parties charged with picking up your child. These people **must** be listed in the camper's account online.

2

At the end of the day, campers will assemble in front of the Ripley Center starting at **5:00 p.m.** for all sessions. YTAs will collect your camper's nametag each day.

3

Campers must remain with their group until they are signed out by their parent/guardian, and only at that time will they be released.

4

**If someone other than the parents will be picking up a child on a particular day, please list them as an authorized person (as indicated on the drop-off/pick-up form).** If this changes, you must send the child to camp with a note, signed and dated, indicating the change in arrangements. Please also include all appropriate domestic (US) phone numbers so that Summer Camp Managers can call to confirm this change. **Failure to follow this procedure will mean that your child will not be released to another person.**

#### In case of severe inclement weather

Pick-up/drop-off will be held on the 3<sup>rd</sup> subfloor of the Ripley Center. You must come down and sign out your child.

#### Before- and After- Camp Procedures:

1

If you are in **BEFORE CAMP** you **MUST** come down to the 3<sup>rd</sup> subfloor to sign in your child every day. You and your child's name will be on a check list at the Kiosk entrance. Check in and come downstairs. You will meet camp staff who will check you in: review your child's vaccination card, receive medication as necessary, give you the camp T-shirt and ensure we have all forms necessary. Your child will be brought to their camp after drop off.

## Smithsonian Summer Camp 2022

### Drop-off/Pick-up Procedures

---

2	Unless you are schedule for after camp, campers will assemble in front of the Ripley Center starting at <b>5:00 p.m.</b> for all sessions. YTAs will collect your camper's nametag each day.
3	If you are in <b>AFTER CAMP</b> you MUST come down to the 3 <sup>rd</sup> subfloor to sign out your child. You and your child's name will be on a check list at the Kiosk entrance. Check in and come downstairs. You must show your pick-up card and sign them out every day. Some days After camp may be outside across from the Ripley Center. Check the Kiosk Door.
4	You will be emailed a camper pick-up card to be used for the pick-up process two weeks prior to the camp. This card ensures that the child leaves camp with the appropriate authorized person. <b>You must have the pick-up card in-hand or pulled up on your phone when you arrive to pick-up your child.</b> If you will be picking up more than one camper, please bring the camper pick-up card for each child. You may make photocopies to distribute to other family member or responsible parties charged with picking up your child. These people <b>must</b> be listed in the camper's account online. Campers must remain with their group until they are signed out by their parent/guardian, and only at that time will they be released.

### Parking

Please note that all parents/guardians are encouraged to return immediately to their cars following drop-off and pick-up because these areas are not parking spaces but loading and unloading zones for the Smithsonian Institution. The drop-off area in front of the museums is under the domain of the U.S. Park Police, therefore Smithsonian Associates is responsible for any tickets issued for cars left in the loading area unattended. If you arrive and the curbside area is full, we recommend that you circle the block until some of those individuals pull away.

### Late Arrival or Early Pick-up

*Adhering to the scheduled times for arrival and dismissal is **critical**. In the event of a late arrival, parents are responsible for accompanying their child to the appropriate room/location.* During drop-off, a Summer Camp representative will remain outside the Ripley Center to check-in any latecomers until fifteen minutes after the campers have reported to their individual camps. **After this time the child must be accompanied to the appropriate classroom by their parent and sign in with camp staff.**

If you need to pick up your camper early on a particular day, please call the Smithsonian Summer Camp Hotline or email [summercamp@si.edu](mailto:summercamp@si.edu). Please also let your camp's YTA know during drop-off. **You will need to complete an early pick-up form.**

### Late Pick-up

## Smithsonian Summer Camp 2022 Drop-off/Pick-up Procedures

---

**Arriving late to pick up your child presents a significant challenge to the staff.**

If you expect in advance to be late picking up your camper, and they are not in After-Camp, please contact the Summer Camp Staff before 4:00 p.m. at 202-633-CAMP (2267).

**In the event that you are late, you will be charged a late fee as follows:**

*Pick-up after 5:15 p.m. — \$15.00*

*Pick-up after 5:30 p.m. — \$30.00*

**Late charges will increase by \$15 every subsequent 15 minute period.**

Payment must be made at time of pick-up. Any child who is not picked up by 5:15 p.m. will be held with the After-Camp program. Check signs at the Ripley Center entrance for any changes in After-Camp location.

You must come down to the After-Camp room and sign your child out.

While we understand that emergencies arise from time to time, repeated tardiness is difficult to accommodate and unfair to the child. If tardiness is not remedied, you may be asked to discontinue with the program.

**Thank you for your cooperation. We are looking forward to a terrific summer!**