



Camper Release Plan Love Life Family Christian Center Camp

Camp Program: Love Life Family Christian Center
Contact Person: Chenoa Hall

Legal Reference: R 400.11117 Camper Release Plan

A camp shall develop and follow a written plan to ensure that a camper is not released without proper authorization including:

- (a) When the camper is to be released
- (b) Where the camper release occurs
- (c) How the release will occur
- (d) To whom the camper is released

When Campers May Be Released

Regular Release Time: 4pm

Early Release Procedure: Parents Emailed/Called/Text to notify early release

Late Release Procedure: Parents Emailed/Called/Text to notify early release

Special Circumstances (emergency, illness, etc.): Parents Emailed/Called/Text to notify of special circumstances

Where Camper Release Occurs

Primary Release Location (door/area): Grades 1/2 release door 1 off Toepfer , Grades 3/4 release door 15 off Toepfer, Grades 5/6/7 release Door 14 off Lambrecht, Grades 8/9/10 release Door 13 inside main parking lot off Lambrecht

Alternate Release Location(s): Door One (sliding Doors off toepfer)

Office Check-Out Location (if applicable): Main office, Door 1. Through sliding doors off Toepfer

How Camper Release Occurs (Process)

1. Authorized person arrives at: Grade Assigned Door, gives Counselor Check-in Tag Number and Signs in/out sheet

2. Staff member in charge of release: Camp Counselors
3. Identification verification process: Parent will receive a tag number at check in, they must provide this specific number at check out. Number will be different daily.
4. Sign-out procedure/location: _Sign out done at assigned release door
5. Process for gathering camper belongings/medications: Camper will have belongings with them at check out door.
6. Documentation completed by staff: Staff must verify camper tag number and sign for check out verification.

To Whom the Camper May Be Released

Campers may ONLY be released to:

- Parent/Guardian
- Authorized persons listed on registration form

Verification method (ID check, call, etc.): Camper Tag Number

If Unauthorized Person Attempts Pickup

1. Do NOT release the camper.
2. Contact Camp Director/Designee: Chenoa Hall
3. Contact Parent/Guardian immediately.
4. Document the incident in: Incident Report

Staff Responsibility

Primary Staff Responsible for Camper Release: _Camp Counselor

Backup Staff/Designee: Assistant Camp Director

Safety Assurance

Campers will not be permitted to check themselves in or out. All releases must ensure a direct transfer of responsibility to an authorized adult.

Acknowledgment of Policy

I have received, read, and understand the Camper Release Plan and agree to follow it.

Signature: _____

Date: _____