

## **Arrival and Dismissal Policies for Onsite Camp:**

VisArts is located at 155 Gibbs Street, on the corner of Gibbs Street and Beall Avenue. Because Gibbs Street is blocked off to traffic, camp arrival/dismissal will take place on Beall Avenue. Please see this [diagram](#) for reference.

VisArts will be using ProCare; a digital check-in childcare system for digital health checks, and student check in/check out. Families will be invited to create an account with ProCare and download the application for their phones. Please do not download or create an account until you receive an invite from VisArts prior to your child's camp starting. The app is compatible with both Android and iOS devices. If you would like to learn more about ProCare, please check out their website [here](#). Returning families can use the same account from the summer of 2021.

### **What to do before camp:**

Prior to camp, you will receive an email from ProCare containing a 10-character code. Once you receive this code, you may make your own ProCare account with VisArts, from which you will be able to check your child in and out from camp, communicate through a safe messaging system with camp staff, and see pictures of what your child is doing throughout the day. You can also add and edit any authorized pick-up people in your account. Parents/guardians will receive a 4 digit pin number and will be the only authorized adults able to access their child's ProCare account. Non-parent/guardians who are authorized to pick up a child will have a pin number assigned to them as well. It is the parent/guardians' responsibility to give this information to their authorized pick-up people. This pin number is randomly generated by ProCare and cannot be changed. This pin number is necessary for checking students in and out of camp.

When filling out health forms upon registration, **it is extremely important that you provide the email addresses of all those who may be checking your child in and out of camp.** This way we can make sure anyone who is authorized to pick-up your child from camp has their own unique four-digit pin number. Please also make sure that you give ProCare access to your camera and location, as they will both be needed for the check-in/out process.

### **VisArts Camp arrival:**

VisArts will require all students to answer a series of questions prior to arriving at VisArts. These questions must be answered EVERY DAY prior to check-in. Temperatures should be taken everyday prior to leaving for camp, as this pre-check process will include a temperature check and safety questions. Students measuring a temperature above 100.4<sup>o</sup> F, or answering yes to any of the safety questions will not be permitted to attend camp. Once the pre-check process

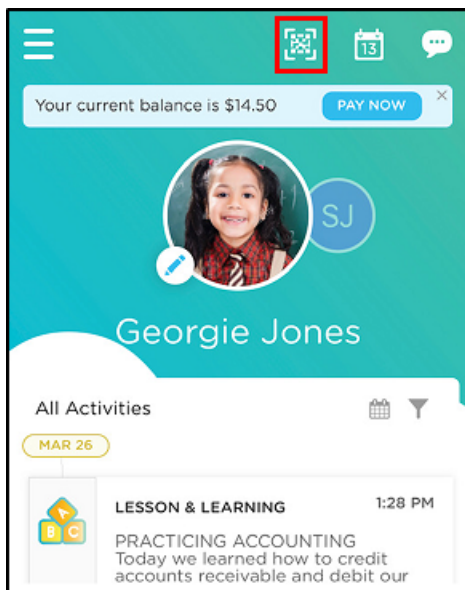
has been completed, students may be dropped off. As stated above, Gibbs Street will be closed to traffic and VisArts will use Beall Avenue for camp drop-off and pick-up. Between 8:30 and 8:50 AM, families should drive up Beall Avenue, staying in the right lane, and wait for a staff member to indicate that they have entered the safe drop-off zone.

***Checking in with a staff member - 4 digit pin number:***

Staff members with tablets will be waiting along the drop-off zone to check children in. Please do not let your child out of the car until you have reached the drop-off zone and a staff member indicates your child has been checked in. If you prefer to wait for a staff member to check your child in, keep pulling forward. Walkers should immediately find a staff member with a tablet to do the check-in process with them. Once a staff member with a tablet approaches you/your car, you can tap in your pin number on the keypad on their tablet. You will click on the child(ren) you want to check in, answer the three safety questions, and sign the affirmation using your finger. Once this process is done, click 'sign-in' and your student(s) will be signed in for camp! The camper may then get out of the car and a staff member will escort them to their group.

***Checking in through the app - QR code and geo-mapping:***

To expedite the process, we recommend downloading the ProCare app so that you can check your child in yourself. The app contains a geomapper, which allows you to check your child-in once you are within 50 yards of the building. Please make sure to allow ProCare to monitor your location while using the app so you may use the geo-mapping function. Once you are within 50 yards, you may check your child into camp. Open the app and find the QR code button. See below for an infographic:



Once you've clicked this button, if you are within the designated area, you will see a button labeled 'Sign In' at the bottom. Clicking this will prompt you to answer the pre-check questions, and sign the affirmation with your finger. If not, you can scan the QR code that VisArts provides prior to camp. This QR code is unique to VisArts, and to each specific camp session. QR codes will be emailed to you the Friday before your camp starts. If you are able, please print it and bring it with you for drop-off and pick-up. If you are unable to print, let us know! We will have extra printed copies to hand out. After scanning the code, you will be prompted to answer the pre-check questions and sign the affirmation with your finger. Once this is complete, click 'sign in' and your child will be signed in on our system. Please wait for a staff member to confirm that they have been signed in properly. Then the camper(s) may exit the car and will be escorted to their group.

**VisArts Camp dismissal:**

Dismissal will take place between 4:00 and 4:15 PM on Beall Avenue. Families should pull up on Beall Avenue, staying to the right, and drive all the way up to the safe zone. Prior to camp, families will be sent a pick-up-pass, which will indicate the children they are authorized to pick-up from camp. Students may only be picked up by people who have a pick-up pass with their name on it, or if they are a designated pick-up person. Pick-up people can be added, edited, and changed via the camp forms and the ProCare app.

Prior to camp starting, we will email you a map and a pick-up pass. This pass will have the name of the child(ren) you will be picking up, including carpools. Please print these passes out and place them on the right side of your dashboard, so that they can be seen clearly by the staff members. Walkers should carry theirs with them when coming to pick-up their child(ren).

It will not be necessary to get out of your car for pick-up. Once you are in the designated safe zone, your child(ren) will be escorted to you by a staff member. Those walking to pick-up their children need only find a staff member carrying a tablet, or use their app to check their child out. Sign-out procedures are the same as the process used for signing students in to camp. Please see above in the 'VisArts Camp arrival' section for instructions. Signing students out can be done with a staff member, or on your personal smartphone through the ProCare app. Please always make sure to check with a staff member that the process has been completed correctly before collecting your child(ren). Under no circumstances may you dismiss your walking camper without checking in with a staff member.

**Guest Check-In/Out:**

Those authorized transport adults who are not parents/guardians of a camper, i.e. babysitters, nannies, relatives, grandparents, neighbors etc. **will not be able to make a ProCare account.** However, as long as a parent/guardian adds them as an authorized transport person in their account, they will be permitted to sign a student in or out of camp. They will be assigned their own 4 digit pin number that they can use to check their camper in and out.

Non-parent/guardian check-in/out must be done with a staff member on their tablet. Parents who are carpooling together will be able to check in/out all students they are authorized to pick up and drop off from their own app.

**Late Arrival and Early Dismissal:**

Students who will arrive late or leave early from camp because of medical appointments or previous commitments will need to inform staff ahead of time. Late-arriving campers will need to follow the same pre-check process before arriving at camp. Students will need to be brought to the 3rd floor for late check-in and picked up from the 3rd floor for early pick-up. If entering the building is not ideal/possible for you, please let us know ahead of time and we will make arrangements to bring your child down to the pick-up/drop-off zone.