Dear Parents and Guardians,

Thank you for choosing to send your child to Camp Elachee! With dedicated parents, awesome campers, and passionate staff members, Camp Elachee 2020 will be one for the books. Thank you for being a part of this wonderful experience! Below, we have additional information that will help you prepare and stay updated throughout the upcoming weeks.

**CAMP ELACHEE AUTHORIZATION FORM:**
After registering, please complete and submit the Camp Elachee Authorization Form as soon as possible. The instructions and the document can be found online on the Camp Elachee registration page.

**DROP-OFF PROCEDURES IN THE MORNING:**
- **Monday:** Proceed to administrative building to finish/confirm registration and drop off your child directly to his/her counselor. **Check-in begins at 7:45am on Monday.**
  - If your child requires medication, please bring the Medication Form at check-in.
- **Tuesday-Friday:** **Drop-off begins at 8:00am Tuesday-Friday.** This allows counselors to prepare all the great activities for your children to enjoy. If you arrive earlier than 8:00am, please wait in your vehicle with your child until the designated time. Elachee staff will greet you on the curb at 8:00am to escort your child to the gathering space.

**PICK-UP PROCEDURES:**
1. **Elementary and Middle School pick-up begins at 3:00pm and ends at 3:30pm.**
   - Please place your parent I.D. number in your car dash window.
   - Please remain in your car to pickup your child-we will send for your child by looking up the parent I.D. number and bring your child to you! Who could ask for better curb service?
     - If you do not have your parent I.D. number, please be prepared to show us some form of valid identification. You must also be listed on the approved pick-up information sheet.
   - Please be on the lookout for a Camp Elachee staff member at the start of the pick-up line, who will then direct you to your appropriate cone number for pick-up.
   - If you need to pick up your child before 2:45 PM, please notify us of your plans, in advance, so we can have your child ready to meet you. Come to the Administrative Office to check out your child.
   - If you registered for the optional After Camp Child Care, the hours are between 3:30pm-5:30pm.
2. **Pre-K pick-up begins at 11:45am and ends at 12:00pm.**
   - Please come to the Pre-K area to check out your child (location will be provided during Monday check-in). **No aftercare will be offered** due to the exemption status with the Georgia Department of Early Care and Learning. The policy requires that each Pre-K child will attend no more than four hours per day.
3. **CITs (9th-12th grade): please refer to the application packet for details regarding times.**

Thank you, in advance, for your cooperation! Our procedures are designed to ensure the safety of your child and all campers. Please be patient with us! 😊

**FACEBOOK GROUP:**
We will post reminders, updates, photos (only if you signed the photo release agreement form), and fun stories on a private Facebook page throughout the week! Please request to join the “Camp Elachee 2020” Facebook group. Your request will only be accepted if your child is officially registered for camp.

Thank you again for choosing Camp Elachee for your child’s summer adventure! Please do not hesitate to reach out for any questions, comments, or concerns.

Sincerely,

Camp Elachee Team Members