

## Attention Youth Leaders: UNITE SERVICE CAMP Check Out Procedure

Work schedules, doctor's appointments and even summer school can fall within the three days of camp. We understand there are going to be situations that come up that require students to check out for a period of time. We don't want that to be the reason your students don't attend. We have established a check-out procedure that we feel will ensure the safety of your students while allowing for flexibility. **Please share this information with your students AND their parents so everyone is on the same page.**

Students that will be leaving UNITE SERVICE CAMP at any time during the course of the camp must have a completed UNITE SERVICE CAMP Check Out Form on file. A copy is attached, so make as many copies as you need. When filling out the form be specific.

1. Reason for checking out. EX: Doctor, dentist, funeral etc.
2. Time student will not be at camp.
3. Name of individuals who are authorized to check the student out. Please list every possibility: "Aunt Molly" will not be permitted to take "Little Susie" home if she is not on the release form.

### Early Morning Check Out: 7:00 to 8:30 a.m.

If the student has an early commitment, we ask that they be checked out from UNITE SERVICE CAMP when they arrive for breakfast at Bethel Reformed Church.

### Mid Day Check Out: 8:30 a.m. to 4:00 p.m.

From 8:30 a.m. to 4 p.m. students will be at their individual worksites. If a student needs to check out for an appointment, we ask that you contact Rana Smith 815-718-5633. She will give you final instructions on where your student is for pickup and the procedure for returning them to camp.

### Evening Check Out: 4:00 p.m. to 9:00 p.m.

At this time, students will be cleaning up, eating dinner, attending worship, and enjoying game time. If a student needs to check-out during this time, we ask that they be checked out at Bethel Reformed Church. If they miss dinner, please provide it for them. If they miss a shower, please provide it for them. They must return by 9:00 p.m. as we are winding down the night and getting ready for bed.