

Phantom Lake YMCA Camp

Day Camp Drop Off and Pick Up Procedures



Drop Off Information

Drop Off: 8:20 am - 8:35 am
AM Care: 7:30 am - 8:30 am (must be registered)

Monday morning check-in:

- Stop at the tent and we will let you know who your child's counselor is.
- Medication Drop Off: If no medication to turn in go to the next step. All medications must be turned in to the Camp Nurse at drop off *See additional notes below.
- Park your car and walk your camper(s) to the counselor and sign the sign-in sheet.
- Hand the lunches and snacks to the counselor. Please pack lunch and snacks separately. We are a **nut-free facility**, so please take care to pack lunches and snacks without any nut products. If you do send your child with an item that looks like a nut item but it is not, please label what it is (example:sunbutter).

Tuesday - Friday check-in process:

- Park your car and walk your camper(s) to the counselor and sign the sign-in sheet. You **must** sign the check-in sheet every day.
- Hand the lunches and snacks to the counselor. Please pack lunch and snacks separately.

Medication Drop Off

All medications must be turned in to the Camp Nurse at drop off. This includes prescriptions, vitamins, and over-the-counter medications. Please complete the medication form accurately and be sure to have all medication in a labeled clear Ziploc bag ready for a seamless drop off with our health care staff. Expired medications WILL NOT be accepted. Prescribed medication will not be accepted unless it is the original container with the Camper's name, Prescription number, Identification of the medication, Proper dosage, Date it was dispensed & Prescribing doctor's name. These measures are in place to ensure that each camper receives the proper medication at the proper dosage. All unused medications can be collected at pickup.

No pets allowed in camp

Hazardous Weather Conditions

Drop off/pick up will be at the Carman Welcome Center.

Pick Up Information

Pick Up: 3:55 pm - 4:10 pm
PM Care: 4:00 pm - 5:30 am (must be registered)

Please be prepared to show your ID

You will pick up your camper at the same place as morning drop off. WE WILL NOT RELEASE ANY CHILD TO AN UNAUTHORIZED PERSON. If someone else will be picking up your child from Phantom, please make sure they are authorized on your sign in/out form with your camper's counselor. Your child will not be released to another adult without your prior consent. If there is an emergency and someone else other than you or a designated person needs to pick up your child, please email office@phantomlakeymca.org (so we have it in writing from your email address) and follow up with a call to the office (262-363-4386) so we can notify the counselor of the change.

Early Pickup/ Late Arrival Procedures

Please make every effort to drop off and pick up at the designated times. It is very disruptive to the rest of the campers in their group and the staff that have to take the time to meet your child(ren) at the Carman Welcome Center. If you need to pick up your child early or your child will be arriving late, you must notify the office via phone at 262-363-4386 (please leave a voicemail if your call is not answered).