

**Camp Broadstone Day Camp  
Release of Day Camper**

1. All campers are to be released only to an authorized person. Parents/guardians must complete and sign a form (see below) authorizing release of the camper to anyone other than the custodial parent or legal guardian. Photo identification will be required for release of campers to other authorized persons.
2. Authorized persons are to be directed to the Day Camp Director to sign the camper out.
3. If a custodial parent requests that a camper not be signed out to a non-custodial parent, such a request must be in writing and made before the session begins.
4. In the event that a last-minute change occurs in who will be picking up a camper, the new instructions are to be verified with the Day Camp Director from an authorized person.
5. No camper may leave camp at any time without prior authorization from the custodial parent and the Camp Director.

**No-shows/absentees**

To ensure that campers have not unexpectedly disappeared, the following procedures will be implemented if a camper does not appear at camp when expected:

1. A phone call will be made to the primary contact number on file in the camper's application.
2. If no one is reached, phone calls will be made to all of the phone numbers listed in the camper's file until an adult can be reached who can verify the child's absence.

Day campers are to be checked in and out each day on the appropriate form. Parents are asked to notify the camp immediately if a child is ill or will not be attending as expected for any reason.

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**Authorized Release of Day Camper**

Camper \_\_\_\_\_  
Session(s) \_\_\_\_\_

I hereby authorize the following persons to pick-up my child at the end of each day and/or in an emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Signature of custodial parent/guardian:

\_\_\_\_\_

Date signed: \_\_\_\_\_

Related ACA standard: OM-19