



Dear Drama Camp Families,

June 2010

We would like to inform you about the logistics of the drop off and pick up process for the Drama Camp at our new location at SOPAC this summer. In order to alleviate some parking concerns, you will now have the option of curbside drop off in the morning as well as curbside pick up in the afternoons! Choosing this option allows you to have more flexibility and there will be no need to worry about finding parking in the South Orange public lot adjacent to SOPAC. The following page of information will help you to choose your camper's drop off and pick up times. **Please note that if we do not hear back from you, then we will assume that you will be finding a parking space and coming into the building to drop off or pick up your child.** Your requested time frame must be chosen in advance for the entire summer unless you make a request in writing via email to the director at least one day in advance.

Please reply back to me via email (ldrogon@metroymcas.org) in order to request your drop off and/or pick up time. If you will be carpooling this summer, please be sure to use the Alternate Pick Up Form at the end of these documents in order to release your child to someone other than yourself if they are not already on your original Camp Registration Form. Thank you in advance for responding with any requests as soon as possible.

I look forward to a great summer with all of you and your children!!!

Sincerely,
Miss Lisa Drogon
Drama Camp Director
ldrogon@metroymcas.org
973.762.4145

Drama Camp at SOPAC

PARKING and DROP OFF / PICK UP Information

7:15am- 8:45am -Morning Curbside Drop Off Time - (for children enrolled in Before Care ONLY)

-The campers will gather in the lobby for this time period. They will be able to play games or read. At 8:00am, all campers will move to the Loft Area where they may eat breakfast that you have sent with them or have free choice time.

8:45am-9:10am (curbside drop off time for all campers)

-Campers will be escorted up to the Loft Area to prepare for the start of the camp day! Please remain in your car! A counselor will come to you with a sign in sheet & another counselor will escort your camper into SOPAC.

3:15-3:35pm Afternoon Curbside Pick Up Time (for children NOT enrolled in After Care)

-All campers not enrolled in After Care will be brought outside to you during this time period. Please remain in your car. A counselor will come to you with the sign out sheet and another counselor will escort your camper to your car.

Optional Curbside Pick Up Times (for children enrolled in **After Care ONLY**, please respond via email to Miss Lisa at ldrogon@metroymcas.org with your selections)

-After Care campers will be brought outside to you in your car if you reply and **choose a time slot here**. Please note that if you do not arrive within your designated time slot, your child will be brought back into the building and you will have to park and come into the building to pick up your child. *We understand that you may run late due to trains or traffic, please call us as early as possible if you will be late. Your child will remain inside until you arrive.*

4:45pm-4:55pm

5:00pm-5:10pm

5:15pm-5:25pm

5:30pm-5:40pm

5:45pm-6:00pm

6:00pm-6:30pm

Please note that no car can be left unattended parked on the SOPAC circle. This is a Fire Lane and we must be able to clear the area in the event of an emergency. We will be allowing a single file of cars to drive up and sign in/out each child as you arrive. There is **NO DOUBLE PARKING** around the circle. Please be patient as we get all children ready and escort them to your car. Thank you!

General notes for parking at SOPAC: parking is limited in the public lot adjacent to SOPAC and there may be fees depending on what time you park your car. We suggest carpooling whenever possible, especially on show nights!

Name of Program: _____



Alternate Pick-Up Authorization Form

Child's Name: _____

Date(s) of Pick Up: _____

Alternate's Name: _____

Alternate's Phone #: _____

Is this person listed as an emergency contact on your Child's Registration Form? _____

- Please alert your alternate pick-up person that your child must be signed out upon pick-up.
- We will ask your alternate pick-up individual for identification before we release your child to them.
- Please note that campers must be picked up within a reasonable amount of time. We are required to notify the proper authorities if children are not picked up by a certain time at the end of the camp day.

Parent/Guardian Name: _____
(Please Print)

Signature: _____ Date: _____

*****This form should be faxed to 973.762.2064 before 3:00pm on the day prior to the need of the alternate pick-up arrangement or given directly to your child's program in the morning for your child's file.**