

NEWFOUND & OWATONNA TRAVEL PROTOCOLS

Transportation of Campers: Arriving and Departing from Camp

Camp will provide transportation for campers to and from local terminals at the beginning and end of each session. The Business Office will communicate all procedures to parents to ensure the safety of campers.

Communication with parents is a priority. The Parent Handbook contains information parents need to know about transportation to and from Camp.

The Business Office will coordinate all camper travel information and arrange for transportation between Camp and area airports/terminals. Prior to the start of Camp, the Business Office will communicate with parents regarding camper travel and confirm all arrival/departure times.

As long as the timing works reasonably well, rides will be coordinated so that campers are grouped and transported together. If this involves waiting time, snacks and/or meals out of camp are provided for campers as necessary.

Pick Up and Drop Off at a Terminal

Upon his/her arrival at a terminal, a camper will be met promptly by a staff member in uniform. A departing camper will have supervision by a camp staff member for as long as possible, or allowable by the airline, until the flight/train/bus has departed the terminal. The staff member will remain on site at the terminal until departure is confirmed.

Communication With Parents

For arrivals, the van driver will communicate by telephone with the parent(s) as soon as an arriving camper has arrived safely and is in Camp's supervision. For departures, the van driver will contact all the parent(s) as soon as the camper's flight/train/bus has departed (and if there are itinerary changes) with the camper safely aboard.

In an emergency or in the case of an unexpected situation or delay, the van driver will communicate promptly with the Business Office. The Business Office will communicate with the parent(s) and with the Executive Director.

Procedures for Picking Up Arriving Campers:

1. Meet campers at the arrival gate or baggage claim.
2. Present written release to the appropriate airline attendant (if unaccompanied minor).
3. Contact the camper's parent and the camp Business Office when the camper has been met.
4. Do NOT leave any camper unattended.

Procedures for Dropping Off Departing Campers:

1. Take every departing camper to the gate, as allowed.
2. Do NOT leave any camper unattended.
3. Contact the parent and the camp Business Office with any itinerary changes.
4. Do NOT leave the airport until the flight has left the ground.
5. Contact the parent once the flight has departed.