



## CAMP KIND 2024: POLICIES AND PROCEDURES

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### DROP OFF/PICK UP/PARKING

Drop off begins no earlier than 8:15am, and campers are expected to be picked up promptly at 12:00pm. Ben's Bells does not provide early/after care. Your child's safety is our main concern.

Drop off and pick up of children will take place at the Ben's Bells Downtown Studio (40 W. Broadway). You may use our front entrance off Broadway and walk across our courtyard to the Studio space, or enter the Studio via the back door at 45 W. Jackson St.

Each day you must sign your child in and out for accountability purposes.

No child will be released to an individual unless they are authorized by a parent to pick up the child. This authorization must be in writing. Those authorized persons who are unknown to us will be required to show proper identification.

Parking is available on surrounding streets in metered spaces, including Jackson St. along the back of the building (south of Broadway). The parking lot adjacent to Ben's Bells is for employee parking only and is not available for parent drop off/pick up.

